

South Oak Title - Title Underwriter

A person in this position manages expectations with their closers and realtors based on reviewing title for buyers and sellers in relation to securing title insurance for a real estate property. They research title histories for any potential problems, such as claims, unpaid taxes, fraud, or liens on a property and help rectify any title defects to ensure that a lien or mortgage is legally enforceable on a property. They also verify ownership, legal descriptions, and restrictions by analyzing liens, maps, public records, leases, plat books, agreements, surveys, and review of all entity documents for sufficiency prior to closing in accordance with underwriter guidelines. We also evaluate and identify issues that require escalation to underwriting counsel. We also review all closing documents to be sure title commitments have been met in order to issue final title policy. Underwriters are required to be highly organized, detail oriented, self-motivated, independent worker with a customer service attitude while being able to be part of a team. Proficiency in Qualia Software is a plus!

Located in Birmingham on Rocky Ridge Road.

To apply:

Please email resume and cover letter to Tiffany McIntyre at tiffany.mcintyre@southoaktitle.com