# Senior Commercial Escrow Assistant

Job Family: Escrow

Requisition Number: R018020

Work Location: Salt Lake City, UT

Employment Category: Full Time – Regular

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## Company Summary

Join our team! First American’s National Commercial Services division provides single-point service for simple to multi-property/multi-state national commercial real estate transactions. As a global leader in providing title insurance, settlement services and risk solutions for real estate transactions, First American (NYSE: FAF) is an ideal place to build your career. We have been entrusted with helping our customers achieve and protect their dream of homeownership since 1889. We believe that our people are the key to the company’s continued success, and we invest in diverse talents and backgrounds and empower our teams to achieve more than they could anywhere else. First American has created an award-winning culture and has been named to the Fortune 100 Best Companies to Work For® list for the fifth consecutive year and to more than 50 regional Best Places to Work lists. For more information, please visit [www.careers.firstam.com](http://www.careers.firstam.com)

## Job Summary

Provides support to the Escrow Department by assisting with customer service and administrative duties related to escrow closings.

**Essential Functions**

* Strong understanding of purchase agreements, title commitments, and other documentation related to commercial transactions
* Prepare escrow and title transaction documents including closing statements, obtain invoices, and request any documents pertaining to the closing as needed
* Can work with limited escrow supervision
* Encouraged to gain an understanding of title coverages, endorsements, and the risk associated with different coverages

**Knowledge and Skills/Technology Used**

* Strong customer service orientation
* Detail orientated
* Excellent verbal communication
* Problem-solving skills
* Strong organizational skills

**Typical Education**

* High School diploma or equivalent
* Some college preferred

**Typical Range of Experience**

* Prior escrow experience.  Needs to have a comprehensive understanding of real estate transactions.

First American invests in its employees’ development and well-being, empowers them to provide superior customer service and encourages them to serve the communities where they live and work. First American is committed to diversity and inclusion. We are an equal opportunity employer. For more information about our Company and our dedication to putting People First, check out [firstam.com/careers](http://firstam.com/careers).