



Pre-Closing Officer – Fargo, ND

The Title Company is seeking a detail-oriented and proactive professional for a full-time Pre-Closing Officer position. In this role, you will serve as a critical coordinator in the early and mid-stages of the closing process, ensuring files are accurate, complete, and on track for a smooth and timely closing experience.

Work Activities

- *File Preparation & Review:* Review incoming files for completeness and accuracy. Ensure all necessary documentation is received, organized, and properly entered into the system.
- *Title & Document Review:* Assist in reviewing title commitments, requirements, and supporting documents. Help identify and resolve issues early to prevent delays.
- *Problem Solving:* Demonstrate critical thinking by identifying potential challenges in a file and working collaboratively to get them resolved in a timely manner.

Desired Qualifications

- Undergraduate degree in: Accounting, Finance, Business Administration, Technology or related field
- Strong attention to detail and organizational skills
- Ability to manage multiple priorities and deadlines
- Excellent verbal and written communication skills
- Real estate, lending, title, or related industry experience a plus
- Positive attitude with a team-first mindset required

About The Title Company

The Title Company was founded in 1985 and has been recognized as a leader in the title and escrow industry. In this position, you will have the opportunity to work side-by-side with experts in an established organization. Buying a home is typically the single largest investment we make in our lifetime. At The Title Company, we strive to provide homebuyers with peace of mind following the 3 core values of our industry. We Lead, We Deliver, We Protect.

- **We Lead:** We are the authority in real estate transactions. We innovate for the benefit of our customers.
- **We Deliver:** Our customers trust us to do the right thing, the right way—before, during and after the transaction. We sweat the small stuff to assure that land transfer is accurate, swift and secure.
- **We Protect:** We protect the property rights of those we serve. We reduce risk so our customers have peace of mind.