



Escrow Officer– Fargo, ND

The Title Company is seeking a self-motivated and detail-orientated professional for a full-time Residential Escrow Officer position. In this position, you will coordinate, collaborate and communicate with all parties of a real estate transaction to help homebuyers become homeowners.

Work Activities

- **Project Management:** Ability to prioritize, work independently and manage multiple projects in a fast-paced environment.
- **Strategic Planning:** Demonstrate excellent critical thinking and problem solving skills as they relate to facilitating executing real estate transactions.
- **Dynamic Communication:** As the primary contact with realtors, lenders and homebuyers, this position is essential for maintaining and elevating our customer experience.
- **Customer Service:** Be humble, patient and display sound judgment to make independent decisions.

Opportunities for Growth

- **Professional Development:** We prioritize investing in professional growth and encourage involvement in professional groups and trade organizations.
- **Client Outreach:** You will have opportunities to identify prospective customers and expand our footprint in the community.
- **Make an impact:** You will be able to play an integral role in helping homebuyers through the finish line on one of the most memorable days of their lives.
- **Industry experience:** Working alongside industry experts will give you opportunities to develop professional relationships with local bankers, realtors, homebuilders and real estate developers.

Desired Qualifications

- Undergraduate degree in:
Accounting, Finance, Business Administration, Technology or related degree
- Excellent verbal and written communication skills
- Real estate or related industry experience preferred

About The Title Company

The Title Company was founded in 1985 and has been recognized as a leader in the title and escrow industry.

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.



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At The Title Company, we believe service is expected but experience is what people remember. We are looking for a Residential Escrow Officer who can do both. Execute with precision behind the scenes and deliver an experience at the closing table that people will not forget.

Work Activities

Execute with Precision-

- Manage multiple files in a fast-paced environment with strong attention to detail.
- Ensure all documents, numbers, and timelines are accurate and complete, and be able to identify and solve issues before they impact the closing.

Own the Closing Experience-

- You will lead and create a welcoming, confident, and memorable environment for buyers, sellers, realtors, and lenders.
- Read the room to making sure everyone feels comfortable, informed, and appreciated.

Build Relationships that Drive Business-

- Develop strong, trusted relationships with realtors, lenders, and repeat clients.
- Strive to become someone people want to work with again. Communicate proactively and professionally throughout the closing experience.

What Makes Someone Successful in This Role

- You naturally connect with people and make them feel comfortable.
- You communicate with confidence, clarity, and warmth.
- You take pride in both the details and the experience.
- You move with urgency but do not sacrifice accuracy.
- You understand that how something feels matters just as much as getting it done.
- You are comfortable leading conversations in important moments.

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