

CLOSING MANAGER

PEMCO, Ltd. is a Real Estate Asset Management company. Currently, PEMCO is marketing and managing for 5 Asset Management contracts. Our office in Denver manages 9 states. Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas and Utah.

Responsible for overseeing the daily activities of the Closing Department and insuring compliance with the task outlined in the Performance Work Statement (PWS). Must have strong managerial skills with the experience in supervising a department to meet or exceed closing real estate contract goals.

Responsibilities include, but not limited to the following:

- Train and monitor Closing Specialists and Closing Staff with new and current policy and procedures for closing real estate contracts and familiar with specifics to the different States and Territories.
- Be a liaison between PEMCO and the Contracting Closing Agents.
- Set monthly goals by tracking Contract expiration dates.
- Upon execution of the sales contract, confirm all work orders have been issued (ie. Lead Based Paint, Termite inspections, Ready to Close Inspections).
- Ensure Closing Specialist and Closing Staff are reviewing, logging and returning all documents within the required time frames.
- Familiar with resolving title issues for closing
- Complete QC on a select number of preliminary closing documents.
- Review and resolve Un-reconciled Cases.
- Ensure earnest money is being received from the Closing Agent on canceled contracts.
- Submit month end reports showing the total number of monthly closings

Please send all resumes including cover letter to:

Email: cgabriel@pemco-limited.com