

Coleman | Talley

Post Closing Specialist (Jacksonville, FL)

The law firm of Coleman Talley LLP is seeking a post-closing specialist to join our team in Jacksonville, FL. As a key player in our commercial real estate, and housing practice, the candidate will be responsible for ensuring the accuracy and completeness of transactions after closing.

Responsibilities:

- Conduct audits of closed files to ensure completeness and accuracy.
- Review closed files to ensure all documents are properly executed and recorded.
- Identify and assist with resolving any discrepancies or issues in the closing documents.
- Verify that recording fees are paid, and documents are returned in a timely manner.
- Compare the disbursement of funds to the closing statement ensuring escrow balances are resolved.
- Follow up on any outstanding post-closing items, such as missing signatures or documents.
- Address any post-closing issues or discrepancies that arise.
- Provide clients with final closing documents and title insurance policies.
- Ensure all documents are saved to the applicable file and properly named in document management software.
- Prepare and distribute final closing binders to clients.
- Communicate with clients to provide updates on the status of post-closing activities.
- Address any post-closing questions or concerns from clients.
- Coordinate with title companies, lenders, and other parties involved in the transaction to ensure all post-closing tasks are completed.

Qualifications:

- Minimum of 2 years of experience in real estate transactions or a related field.
- Strong organizational skills and attention to detail.
- Ability to work independently and stay engaged with tasks without needing constant direction.
- Quick learner with the ability to adapt to new processes and procedures.
- Excellent written and verbal communication skills.

Technology:

- Proficiency in Microsoft Office software (Word, Outlook, & Excel)
- DocuSign
- Adobe Pro and/or Kofax
- ShareFile
- Experience with NetDocuments, Centerbase or similar LMS software a plus.

Schedule: Monday through Friday from 8:30 a.m. to 5:00 p.m. with 1 hour lunch period.

Compensation: Commensurate with experience

Benefits:

- Paid time off
- Health Insurance
- Dental
- Vision
- Life Insurance
- Disability
- Flexible Spending Account
- 401(k) Retirement with Matching Contributions

How to Apply: Submit your resume, cover letter, and references to jobopportunity@colemantalley.com. We offer competitive compensation and benefits, a supportive work environment, and opportunities for professional growth. Join our team and contribute to the success of our clients and our firm.