



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

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Job Title

Loan Closer

Location

Remote

Client

Undisclosed

Job Summary

The Loan Closing Officer plays a pivotal role in the final stage of the lending process, ensuring that loan files are accurately prepared, compliant with regulatory and internal guidelines, and successfully closed and funded. This role requires excellent attention to detail, strong communication skills, and the ability to coordinate with internal teams and external partners to deliver a smooth closing experience for all parties involved.

Responsibilities

- Review loan files for completeness, accuracy, and compliance prior to closing.
- Prepare, assemble, and audit all required closing documents, including closing disclosures, loan agreements, and settlement statements.
- Coordinate closing logistics with internal teams (loan officers, underwriters, processors) and external partners (title companies, closing agents, attorneys, borrowers).
- Ensure all closing requirements are satisfied and that documents meet federal, state, and company regulations before release.
- Communicate proactively with stakeholders to resolve documentation issues, discrepancies, or title matters.
- Track closing timelines and maintain accurate closing schedules and pipeline reporting.
- Facilitate disbursement of loan funds following closing and verify proper recording of collateral documents.
- Archive closed loan files and ensure secure recordkeeping per compliance standards.
- Provide ongoing support and updates to borrowers, loan officers, and operations teams throughout the closing process.

Qualifications

- 2+ years of experience in mortgage or real estate loan closing, title coordination, escrow, or related lending operations.
- Strong knowledge of loan documents and closing procedures.
- Familiarity with lending compliance requirements and regulatory standards.
- Proficiency with Microsoft Office Suite and experience with loan origination/closing systems.
- Excellent interpersonal and communication skills, with a customer-focused mindset.
- Highly organized, detail-oriented, and capable of managing multiple priorities in a fast-paced environment.

Apply to this position

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