



POSITION ANNOUNCEMENT
Genesee County Land Bank Authority
An Equal Opportunity Employer

Position Title: Sales Real Estate Closer
Opening Period: October 17, 2024 to October 31, 2024
Salary Wage: Commensurate with Experience
Contact: Alexandria Riley, Sales & Development Director
452 S. Saginaw St. Second Floor
Flint, MI 48502
ariley@thelandbank.org

About the Department:

The Genesee County Land Bank Authority (Land Bank) is driven by its mission, “to restore value to the community by acquiring, developing and selling vacant and abandoned properties in cooperation with stakeholders who value responsible land ownership.” Since forming in 2004, the Land Bank has acquired and repurposed thousands of properties in Genesee County through a variety of strategies. The Lots Available Program at the Land Bank gives residents, businesses, churches, and community groups an opportunity to take “ownership” of vacant and abandoned land and transform it into a community asset.

Responsibilities:

Under the direction of the Sales & Development Director, the Sales Real Estate Closer will perform the following functions –

- Pre-closing: Understand all applicable software, policies, procedures. Obtain payoff information for title companies, liens, taxes, etc. Review closing documents and title commitments.
- Schedule closing time and accurately and efficiently perform closing to the satisfaction and comfort level of all involved.
- Set up land contracts in loan tracking software, receipt funds and provide amortization to purchaser.
- Submit pay off requests to accounts payable.
- Follow all post-closing instructions and procedures including imaging, and database updates.
- Market and promote strong customer service.
- Answer phone and intercom calls.
- Other duties as assigned.

Qualifications:

- High school diploma required.
- Fluent in Spanish
- Experience at title company, lending institution or other real estate transaction company.
- Familiar with Flint and Genesee County Real Estate
- Applicants should be self-motivated, creative, and disciplined
- Desire to work for a public service agency
- Ability to use Microsoft Office, computers, and associated software



- Ability to perform detailed functions involving written and computer data.
- Detail-oriented and highly organized
- Ability to work independently and collaboratively

To Apply:

Please send a copy of resume, cover letter and application to jobs@thelandbank.org.

The Genesee County Land Bank Authority is an at-will and inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

**** If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job online as a result of your disability. You can request accommodations by contacting Human Resources at HR@thelandbank.org.*