

Title Admin

Job Responsibilities:

- Order foreclosure title reports from vendors
- Receive and follow up on title reports
- Processing fee approvals
- Ordering surveys
- Creating and filing invoices

Job Requirements:

- High school diploma or equivalent required
- Knowledge of administrative and clerical procedures
- Knowledge of Microsoft Office and Outlook
- Experience in Perfect Practice preferred;
- Experience in LPS Desktop, Vendorscape and Lenstar preferred;
- Must have excellent communication skills, high level of customer service and be able to work as a team player;
- Must be flexible and able to work in a fast paced environment;
- Needs to be extremely detail oriented.