

# Real Estate Title Processor

## Qualifications

- 1 year title processing experience **REQUIRED**
- FL Notary preferred
- Team Player
- Positive & Problem-solving Attitude
- Outstanding Customer Service

## Full Job Description

- Date entry
- Creating new files
- Order and obtain items needed to clear items such as payoffs, estoppels, surveys and municipal lien searches as needed
- Ordering title searches, both paper and in Qualia/DoubleTime
- Processing and clearing title requirements to prepare for closing
- Providing Buyer and Lender's title requirements
- Scheduling closing
- Pre- and post-closing responsibilities of the file
- Issuance of the title policy
- Communicate & coordinate with realtors, investors, buyers, sellers and lenders to ensure a timely and successful closing

**Job Type:** Full-time

## **Schedule:**

- 8-hour shift
- Monday to Friday

## **Experience:**

- Microsoft Office: 1 year (Preferred)
- Title Processing: 1 year (Preferred)

## **This Job Is Ideal for Someone Who Is:**

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail
- Innovative -- prefers working in unconventional ways or on tasks that require creativity

## **Work Remotely:**

- No

## **COVID-19 Precaution(s):**

- Remote interview process
- Personal protective equipment provided or required
- Plastic shield at workstations
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place