

REO Closing Processor – Temporary Position

1/12/12

We at Insight Title Company, LLC (formerly Bankers & Lenders Title, L.C.) are devoted to providing convenient and professional closing services to our community of home buyers, real estate agents, and attorneys. We offer a great work environment with a relaxed dress code and a culture driven by values; our Team is strong, talented and supportive.

We are currently seeking a TEMPORARY REO Closing Processor perform the steps in the closing process that are uniform across all types and to assist Escrow Account Managers with funding, disbursement, and packaging of closed files.

This temporary assignment is expected to last approximately 4 months, beginning March 1, 2012.

Primary responsibilities are to:

- Review contracts for pertinent information and verify accuracy of data entry
- Track title commitment for completion and perform review
- Process file, obtain payoff information for cities, sewer districts, etc.
- Maintain database lienable districts
- Assist Escrow Account Manager with funding, disbursement, and packaging

This position operates in a fast-paced environment of tight deadlines and strict standards.

Minimum requirements include:

- High School diploma or equivalent
- 1-2 years previous experience in the title industry; prior experience as a closing processor preferred

Final candidates for this position will be required to pass pre-employment drug screening and credit and criminal background checks.

We are an Equal Opportunity Employer dedicated to work force diversity.

Interested, qualified candidates are invited to apply at:

<https://home.eease.adp.com/recruit/?id=1156161>