

Job Description

Job Title: Title Processor

Location: Lakeland, FL

Date Needed: ASAP

Job Type: Full-Time

Home Solution Title is looking for a customer service-minded individual to join our Processing team in our home office in Lakeland, FL. Ideal candidate must demonstrate strong communication skills through a variety of mediums.

Responsibilities

- Work closely with our integrated portal for all client information
- Order payoffs, Estoppel Letters, surveys, and any other requirements to clear title
- Prepare title commitments, HUD/ALTA Statements and other documents related to closing
- Work closely with the Closer and facilitate post-closing as needed
- Position will include some management responsibilities including training and oversight of other processors
- Other duties as they are assigned

Skill Requirements

- Must be enthusiastic, customer service-driven and detail-orientated person with strong in-person, phone and written customer communication skills
- Must know how to process a file from intake to closing
- Must be capable of establishing a professional, working relationship with clients and other corporate partners

Qualifications

- High School diploma or equivalent is required, A.A. or B.A. is preferred
- Title Insurance License is a plus, but not required
- Strong software skills & MS Office proficiency is required
- Basic knowledge of the Title Insurance Industry is preferred
- Experience with Qualia closing software a plus

Home Solution Title invests in its employee's development and well-being, empowers them to provide superior customer service and encourages them to serve the communities where they live and work. Home Solution Title is committed to diversity and inclusion. We are an equal opportunity employer.