

LOOKING FOR TITLE CLERKS TO HIRE IMMEDIATELY! Pasadena, CA

Description

Escrow and Title experience, this is for REO department who works on and handles FHA/Govt loans. Preparation and distribution of escrow sales transactions and files, processing fees, dist of incoming and outgoing mail as needed, Sr. Escrow Assistant experience required.

Qualifications

Required:

- Three or more years of previous Title and Escrow experience
- Strong interpersonal and critical thinking skills.
- Strong written and verbal communication skills.
- Performs work on special projects/targeted audits as directed by manager.
- Strong time management skills.
- FHA/VA and RESPA knowledge a plus
- Basic knowledge of Microsoft tools including Excel and Word.

Pay Rate: \$16-18/hr

If you are interested in this employment opportunity and meet the requirements & qualifications for the above listed position...

Email resume to: rlupian@goodwillsocial.org

Reference the position for which you are applying. Only candidates that match resume to position will be considered and receive a notification.

Please, no phone calls regarding these positions

METRO NORTH WORKSOURCE CENTER
342 SAN FERNANDO ROAD
LOS ANGELES, CA 90031
TEL. (323) 539 -2000

Mon, Wed & Fri 8am-5pm/Tue & Thu 8am-7pm /1st & 3rd Sat 9am-1pm



Mission Statement

The Metro North WorkSource Center provides individuals and local business with avenues toward economic self-sufficiency and independence through employment and business services.

Auxiliary aids and services are available upon request to individuals with disabilities. For more information, call (323) 539-2000. Goodwill Southern California provides, upon request, reasonable accommodation to ensure equal access to its programs, services and activities. The TTY/TTD phone number is (323) 539-2057 Please contact our staff 72 hours in advance. – Equal Opportunity Employer/Program

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