



Position: Estoppel Processor

This is not a remote position.

Due to an increase in business, we are seeking additional processors.

If you are looking for a position that gives you work-life balance and a sense of satisfaction, we are interested in speaking with you.

WHAT SETS US APART?

As the nation's most experienced Municipal Lien Search and HOA Estoppel Letter provider, we don't just list our core values of Reliability, Accountability, Professionalism, Dedication and conducting all business with Good Character on our wall, we live those values every day. If you hold yourself and others to a higher standard and are looking for an opportunity to help people achieve the American dream of home ownership while working in a friendly environment and maintaining a work-life balance, then Property Debt Research may be the place for you.

Skills needed include:

- Strong computer and research skills
- Research and gather information for addresses, associations, management companies and the associations attorney
- Order estoppel and payoff letters through websites and online payments
- Keep detailed information of all money sent out as well as all refunds requested, including a refund log
- Monitor e-mails closely, request information and answer all client requests in a timely manner
- Provide excellent customer service to internal and external customers
- Consistently follow up on processed files
- Real estate or title experience preferred
- Banking experience is a plus

Company benefits include: Dental, vision and COMPANY PAID medical insurance. Short-term disability and Voluntary Life Insurance also available.

Hours: Monday thru Friday 8:30am-5:00pm

Property Debt Research is an Equal Opportunity Employer and promotes a Drug Free Workplace.

Job Type: Full-time

Pay: \$14.00 per hour