

## Title Insurance Processor (Matawan, New Jersey)

Growing Title Company is seeking a Title Processor to join our company to focus on office support and assisting in closing operations. You will have the opportunity to join a high energy, success-driven company from the ground floor with the opportunity of advancement.

- Computer Tech savvy
- Must be proficient in word, excel, and social media platforms
- Ability to learn computer software
- Ability to multitask and work independently is a must

Responsibilities:

- Data Entry
- Title Order Management
- Vendor Management
- Recording Critical Closing Documents
- Post Closing processing

Our ideal candidate will have:

- A minimum of 2 years of administrative
- Strong work ethic and exceptional communication skills
- Knowledge of real estate and title insurance
- Problem-solving skills. Ability to implement and maintain systems and procedures

If this sounds like the job you are looking for, please respond with your Resume.

We are an office dedicated to delivering the most efficient and professional services to our clients.

***Other Skills/ Abilities:***

- Ability to multi-task.
- High Standard of organization and attention to detail.
- Ability to work under stress with time deadlines.

Work Location:

- Matawan, NJ

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- Team-oriented -- cooperative and collaborative

Contact:

**Rally Point Title Agency LLC**

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