

Position: Title Examiner

Company: Frontier Title & Closing Services, LLC

Job Location(s): Hartland, WI or Milwaukee, WI offices

Start Date: Immediate

Employment Term: Regular

Employment Type: Full Time

Starting Salary: competitive

Salary/Benefit Notes: 401K, Health, Dental, Vision, Short and Long term disability, paid vacation.

Required Education: High School or Equivalent

Required Experience: 2 to 3 years title experience a plus

Required Security Clearance: None

Related Categories: Real Estate and Property Management, Admin – Data Entry/Billing, Insurance – Admin/Clerical

Position Description

Frontier Title and Closing Services, LLC is seeking a Full Time Title Examiner to join our dynamic and growing team. Main duties include, but are not limited to, reviewing title information searched at the county courthouse, determine accuracy of material, and creating a title commitment.

Qualifications:

- Strong work ethic with a "determined" attitude
- Friendly, polite and pro-active with customers and answering phones.
- Highly organized and detail oriented with exceptional time management skills
- Strong verbal and written communication skills is a must
- Must be able to multi-task and work with minimal supervision
- Ability to make independent judgments.
- Must maintain a high-level of professionalism at all times
- Microsoft proficient
- Must have basic mathematical skills.

Preferred Qualifications:

- Working knowledge of title industry as well as state and federal regulations.
- WI State Licensed Title Insurance Examiner

Apply now!