



## CAREER PATHWAY- Operations Manager

Pride Abstract & Settlement Services | 237 S. Main St. | Coopersburg, PA 18036

FIND OPENINGS: [www.prideabstract.com](http://www.prideabstract.com)

### Business Description

Pride Abstract & Settlement Services is a family-owned, Title Insurance and settlement services company that has been in operation since 2005. We provide Title services to home buyers in Pennsylvania and New Jersey such as: Title search, preparing documents for closing, and title insurance to protect one's largest asset. Pride Abstract has started to provide the best solutions and resources for homeowners, new and established: whether they are buying, selling, or refinancing a home. We hold offices in PA cities including Stroudsburg, Whitehall, Bethlehem, and Coopersburg!

### Knowledge, Skills, and Abilities Needed

We're looking for employees who...

- have honesty and integrity
- are efficient and provide excellent customer service
- are able to build relationships in the community and grow business

### Connect with us on Social Media!



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**Operations  
Manager**

Manages the day-to-day duties and productivity of staff, including on-boarding and training employees. Also required to attend underwriting webinars, complete renewals, and add funds to draw down an account. The Operations Manager must conduct research to develop strategies, design projects, and improve the overall performance of the company. 3-5 years of title experience is required for this position.  
Salary: \$55,000-\$70,000

**Business  
Development**

The Business Development position is a sales role. Duties include making cold-calls by phone, outreaching door-to-door, and sending email correspondences. This position also oversees all marketing initiatives and requires the development of sales strategies to grow business. Must generate leads and close sales to achieve annual revenue goals, and build relationships with clients and referral networks. 2 years of sales and marketing experience preferred. Salary: \$40,000-\$55,000 + commission

**Settlement  
Agent**

Duties include reviewing closing documents for accuracy, attending settlements as scheduled, and explaining documents to parties in transaction, and witnessing/notarizing signatures. The Settlement Agent will also fill out required loan documents, collect earnest money deposit and cash to close, and obtain funding approval from the lender. HS diploma and 1 year of Title or Real Estate experience is required.  
Salary: \$45,000-\$60,000 + Notary fees.

**Marketing  
Coordinator**

Duties include organizing and keeping the customer database updated, managing the marketing calendar, scheduling appointments with customers, and coordinating customer events. The Marketing Coordinator is also responsible for creating marketing materials and digital content for social media, managing social media posts and customer response, researching market trends, and completing SWAT analysis. HS Diploma required and 1-2 years marketing experience preferred.  
Hourly Rate: \$18-\$21

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