



## CAREER PATHWAY- Senior Processor

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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## CAREER PATHWAY- SENIOR PROCESSOR

**Senior Processor**

The Senior Process must ensure that all requirements are met prior to issuing a title. Duties also include creating and distributing lender title requirements, coordinating a settlement time and location, reviewing lender instructions, and preparing settlement sheets and policies. HS Diploma or equivalent is required in addition to two years of prior title or real estate experience.

Annual Salary: \$45,000-\$60,000

**Junior Processor**

Junior Processor Duties: Follow up on buyer/seller Realtor forms, enter data into SoftPro, order tax certifications and corporate tax search, perform ancillary searches, create closing letters, review title commitments, order mortgage payoffs, assist Senior Processor with other duties as assigned. HS Diploma or equivalent is required and two years of title or real estate experience preferred.

Hourly Rate: \$18-\$21

**Order Entry Specialist**

The Order Entry Specialist will conduct property verification, search databases for back-title, create new orders and enter data, order search with contractors, send confirmation and transaction forms, search delinquent tax database and order tax certification. HS Diploma or equivalent is required and one year of title or real estate experience preferred.

Hourly Rate: \$17-\$19

**Receptionist**

The receptionist is responsible for welcoming visitors, answering incoming calls and inquiries, re-directing questions and concerns to the appropriate staff, and assisting with various clerical and administrative duties as assigned. HS Diploma or equivalent is required and one year of prior customer service experience is preferred.

Hourly Rate: \$15-\$17

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