

LUNDBERG & ASSOCIATES

Job Opening



Job Title	Foreclosure Processor		
Location	3269 South Main St. #100, Salt Lake City, UT 84115 (801) 263-3400		
Level/Grade	Mid Level	Type of position:	Hours <u>40</u> / week
		<input checked="" type="checkbox"/> Full-time	8:00 a.m. – 5:00 p.m. Monday-Friday
		<input type="checkbox"/> Part-time	Salary range: \$13-\$15 per hour DOE

GENERAL DESCRIPTION

This is a mid level position with a law firm handling foreclosure files. Duties are as follows: Assist attorneys in preparing foreclosure documents, letters and meeting foreclosure timeframes. Handle 60-90 foreclosure files, throughout various stages of the foreclosure process. Communicate effectively with clients via phone, email and client websites, to insure all information needed is received to expedite the foreclosure process. Work within a paperless environment, update firm computer databases and client websites with dates and notes pertaining to each file. Multi-task and prioritize work, so time sensitive work is finished within client guidelines. Complete work on a daily basis, ensuring that all state foreclosure law timeframes are met. Work in a team environment. Assist team members in completing their work when needed. **This is a smoke-free office.

WORK EXPERIENCE REQUIREMENTS

- Paralegal Certificate or 1 year mortgage / title experience
- Have ability to learn state foreclosure laws and procedures
- Ability to keyboard at 35 words per minute
- Ability to multi-task and work under pressure
- Ability to work fast, with a minimal amount of errors
- Ability to follow directions and make corrections when needed
- Have excellent writing and spelling skills
- Have excellent phone and email communication skills
- Have excellent prioritization skills
- Working knowledge of computer operating systems
- Working knowledge of Microsoft products including Outlook, Word and Excel

APPLICATION INSTRUCTIONS

- If interested in this position e-mail or fax a resume to:

Gabe Herron

Human Resource Manager

Lundberg and Associates

gabrielle.herron@lundbergfirm.com

Fax) 801.263.6513