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ADECCO IS LOOKING FOR **TITLE CLERKS** TO HIRE IMMEDIATELY!

Location: Pasadena, CA

Pay Rate: \$16-18/hr

Description

- Escrow and Title experience, this is for REO department who works on and handles FHA/Govt loans. Preparation and distribution of escrow sales transactions and files, processing fees, dist of incoming and outgoing mail as needed, Sr. Escrow Assistant experience required.

Qualifications

Required:

- Three or more years of previous Title and Escrow experience
 - Strong interpersonal and critical thinking skills.
 - Strong written and verbal communication skills.
- Performs work on special projects/targeted audits as directed by manager.
 - Strong time management skills.
 - FHA/VA and RESPA knowledge a plus
- Basic knowledge of Microsoft tools including Excel and Word.

*****Please email your resume to keny.rosales@adeccona.com and christy.castellanos@adeccona.com for immediate consideration*****