



Title Processing Specialist

Company: Peninsula Title Agency, Inc.

Location: Crystal Falls, Michigan

Position: Full-Time

Position Summary

Peninsula Title Agency, Inc. is seeking a full-time **Title Processing Specialist** for its Crystal Falls office. This position focuses on preparing title commitments and title insurance policies while also supporting general office operations and customer service.

The ideal candidate is accurate, organized, comfortable working on a computer throughout the day, and able to manage multiple tasks in a fast-paced office environment. Previous title, real estate, lending, banking, or legal experience is helpful but not required. Training will be provided.

Primary Responsibilities

- Prepare and produce title commitments and title insurance policies.
- Enter and maintain accurate information in title production software and company records.
- Review documents and information for completeness and accuracy.
- Perform high-volume typing, data entry, scanning, and electronic document management.
- Answer telephone calls and assist customers, lenders, real estate professionals, attorneys, and other parties.
- Assist with opening, organizing, and maintaining title and closing files.
- Prepare routine correspondence, forms, and other transaction documents.
- Receive, organize, and distribute documents, email, mail, and other correspondence.
- Track outstanding documents and information and follow up as needed.
- Assist title and closing staff with transaction-related administrative tasks.
- Assist with company social media management, including preparing and posting routine content as directed.
- Maintain confidentiality of customer, financial, and transaction information.
- Provide general administrative support to ensure efficient office operations.
- Perform other duties to support daily office operation as needed.

Qualifications

- Strong computer and typing skills with the ability to learn industry-specific software.
- Strong attention to detail and accuracy.
- Good organizational and time management skills.
- Ability to manage multiple tasks and priorities.
- Strong written and verbal communication skills.



Peninsula Title Agency, Inc.

Real Estate Title & Closing Services

Your Property, Our Priority - Every Step of the Way

- Professional and courteous customer service skills.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality.
- Previous title, real estate, mortgage lending, banking, legal, or administrative experience is preferred but not required.
- High school diploma or equivalent required.

Work Environment

This is a full-time, office-based position at Peninsula Title Agency's Crystal Falls location. The position involves extensive computer and typing work, telephone and customer interaction, document preparation, and administrative support in a fast-paced title office.

Compensation

Competitive pay based on experience and qualifications.

How to Apply

Send a resume to **peninsula@pentitle.net**.

Peninsula Title Agency, Inc. is an equal opportunity employer.