

Title Abstractor

Eleven Talents, LLC – Omaha, NE

Job Description

Eleven Talents, LLC is a closely held real estate firm with multiple areas of focus including single family re-development, real estate development, investment real estate, lending and tax lien investing. These focus areas make up six closely held operating companies with shared staff and resources. The firm is grounded in our faith, core values and the desire to bring out the best in everyone associated with our organization. We are looking for an individual with high level organization and attention to detail skills in conjunction with title processing and closing documents and deed sets as required.

Key Responsibilities are outlined below:

- Responsible for the completion of title review, title commitment and title resolution
- Reviews, updates and maintains Title Search Dashboard with accurate and up to date pre-sale information that includes all relevant data to date;
- Responsible for ordering titles for homes, land and buildings from outside vendors;
- Searches for and verifies title and real estate records relating to titles of homes, land and buildings; searches public records to verify ownership and equitable interests in real estate parcels, verifies names and addresses of owners and other holders of interest in the parcels, verifies the legal description of parcels then enters data of search results into company database;
- Compiles lists of transactional data pertaining to titles by searching public and private records for law firms; real estate agencies or title insurance companies;
- Prepares deed documents following established SOP's to complete accurately and fully and records accordingly;
- Works with title companies to resolve any pending issues and escalates any items that need next level attention to resolve;
- Assists Title and Deed Specialist with completion of closing documents;
- Reviews closing confirmation upon receipt;
- Other duties as assigned.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS:

- High school diploma required, Associates or Bachelor's degree a plus;
- Must have a minimum of one year business experience; previous work for a title company or in the real estate field dealing with title search practices and closing documents highly preferred;
- Must possess great organizational and prioritization skills;
- Must have strong attention to detail with a high level of accuracy and time management skills;
- Strong verbal and written communication skills required with the ability to form and maintain strong relationships with realtors, title company personnel, government personnel, attorneys and staff members as well as other business partners;
- Must be able to process work quickly and accurately - dealing with interruptions, changing timelines and priorities on a regular basis;
- Must be self motivated, high inclusive individual that functions well in a fast-paced, high detail environment;
- Must be willing to embrace technology to promote efficient operations and comfortable using software programs to process data and interpret results through critical thinking skills;
- Strong command of Microsoft Office Suite including Outlook and Word programs as well as ability to learn and effectively operate computer and associated software programs – including but not limited to TrackVia, Traction, etc.

This full-time position offers a competitive benefits and compensation package including two group health insurance options: PPO or HDHP plans, dental, vision and voluntary life insurance at nominal costs as well as additional individual policy offerings of Direct Primary Care, Accident, Critical Illness and Hospitalization plans. Also available are Flex Spending Accounts (medical and dependent care) and/or an HSA account (with an HDHP). Company paid benefits include a \$50K Life/AD&D Plan, Short and Long Disability Insurance plans, 401(k) with matching provision, unlimited vacation policy, 5 sick days per calendar year, 8 1/2 paid holidays and working in a collaborative, high energy team environment.

This is a GREAT opportunity for the right person! Apply now!