

LUNDBERG

AND ASSOCIATES, PC

Lundberg & Associates is a law firm servicing the real estate finance industry and other secured and unsecured lenders. The firm primarily represents mortgage lenders and servicers in foreclosure, loss mitigation, eviction, bankruptcy, and litigation matters.

MORTGAGE DEFAULT SPECIALIST

Job Description:

The Mortgage Default Specialist is provided training to develop the skills and knowledge needed to move a defaulted mortgage through the foreclosure process. The specialist works closely with attorneys and clients to ensure compliance with federal/state laws and client requirements. Duties include using database to manage files, document preparation, client communication, time management, title resolution, and preparation for foreclosure sales.

Requirements:

- High School Diploma required, some college preferred
- Knowledge of mortgage and title industry highly preferred
- Working knowledge of MS Office
- Ability to work quickly and accurately

Summary:

Starting salary: \$30,000

Full-time Employee

Competitive Benefit Package, including Health & Dental Benefits, 401k, FSA

Paid Time Off

To Apply:

Email resume to hr@lundbergfirm.com

Lundberg & Associates is a drug and tobacco free company. Both drug and tobacco screenings are conducted pre-employment. Criminal background and credit verification screening are also conducted pre-employment