

# LUNDBERG

AND ASSOCIATES, PC

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Lundberg & Associates, PC 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:**

Member of the foreclosure department of a creditors' rights law firm. Duties include processing foreclosure files under the direction of attorneys, utilizing the firm's case management system to capture and store information, manage files, prepare documents, and monitor timelines. Duties also include working closely with attorneys to ensure compliance with federal and state laws and client requirements. The specialist works closely with client counterparts to obtain needed information and documents and to communicate case status to the client. Training is provided on the substantive and procedural aspects of foreclosure and on the firm's case management system.

### **Requirements:**

- High School Diploma required, some college preferred
- Knowledge of title or mortgage industry is very helpful
- Working knowledge of Microsoft Word and Excel
- Excellent people skills
- Creativity and problem-solving ability
- Ability to work quickly and accurately

### **Summary:**

Starting salary: \$14.00-\$17.00/hour, depending on experience

Full-time position

Paid time off

Competitive benefit package, including health & dental insurance, 401k, life & disability insurance, and HSA

### **To Apply:**

Email resume to [HR@lundbergfirm.com](mailto:HR@lundbergfirm.com)

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