



ATTORNEYS' TITLE FUND SERVICES, LLC

BRANCH AND DATA CENTER JOB OPENINGS

August 23, 2010

Applicants can submit a resume for positions where their experience matches the requirements. Resumes will be accepted only for positions listed on this website. Resumes that do not indicate the specific position applied for and the specific location will not be accepted. Applicants must submit a resume for each specific position and location for which they wish to apply.

EXAMINER – BROWARD BRANCH – High school diploma or equivalent knowledge. Must have successfully passed The Fund's Examiner. Must maintain a valid driver's license and insurability under company's insurance policy. Requires knowledge of legal descriptions, real property laws and The Fund's Title Notes. Excellent organization, planning, teamwork and communication skills required. Requires proficiency in Windows and Microsoft Office. Contact Diana Torchetti at ext. 6202.

EXAMINER – MIAMI-DADE BRANCH – (2 positions) - High school diploma or equivalent. In-house educational program or equivalent. Experience Attainment of Abstractor and 1-2 years title examination experience. Basic to advanced knowledge of legal descriptions, Fl. Real property laws and The Fund's Title Notes. Excellent language communications skills required with the ability to instruct small groups. Requires excellent organizing, teamwork and telephone skills; good planning, motivating, leading skills with the ability to handle complaints/objections and resolve conflicts. Must have excellent mathematical skills and the ability to calculate rates and percentages. PC literacy desirable. Ability to move up to 25 lbs on a frequent basis. Slight overnight and extended travel required. Contact Manuela Nores at ext. 6103 or Linda Weatherford at ext. 6104.

EXAMINER – PALM BEACH BRANCH – (2 positions) - High school diploma or equivalent knowledge. Must have successfully passed The Fund's Examiner. Must maintain a valid driver's license and insurability under company's insurance policy. Requires knowledge of legal descriptions, real property laws and The Fund's Title Notes. Excellent organization, planning, teamwork and communication skills required. Requires proficiency in Windows and Microsoft Office. Contact Kim Mangerian at Palm Beach Branch, ext. 6421.

EXAMINER – TAMPA – High school diploma or equivalent knowledge. Must have successfully passed The Fund's Examiner. Must maintain a valid driver's license and insurability under company's insurance policy. Requires knowledge of legal descriptions, real property laws and The Fund's Title Notes. Excellent organization, planning, teamwork and communication skills required. Requires proficiency in Windows and Microsoft Office. Contact Jeanne Young at ext. 5501.

MEMBER SUPPORT REPRESENTATIVE – MEMBER SUPPORT & EDUCATION (2 positions) – SOUTHEAST FLORIDA AND SOUTHWEST FLORIDA BRANCH – A.S. degree, Paralegal Certificate, or valid title agent license from Florida DFS highly preferred. High school diploma or equivalent required. A minimum of 5 years experience evidencing high skill in, extensive knowledge of, and active participation in every aspect of the real estate process from contract to closing is required. Two years experience using Fund applications and at least one year formal training experience required. Contact Susan Hosier, ext. 6431.

ORDER SPECIALIST – BROWARD BRANCH – High school diploma or equivalent knowledge. Must successfully complete the Order Specialist training period and pass written test. Receives orders and requests from any customer, at any location. Provide assistance to customers with product selection; provides information to customers relating to price quotes and order status. Assist customers with inquiries and problem resolution. Requires accurate typing skills; proficiency in Windows/Microsoft Office and excellent customer service. Contact Diana Torchetti, ext. 6202.

ORDER SPECIALIST – TAMPA – Receives orders and requests from any customer, at any location. Provide assistance to customers with product selection; provides information to customers relating to price quotes and order status. Assist customers with inquiries and problem resolution. Requires accurate typing skills; proficiency in Windows/Microsoft Office and excellent customer service. Contact Diana Torchetti, ext. 6202.

