

YouEnvyMe.com, Inc.

PO Box 121848* Arlington, TX 76012

Attention All Prospective Employees- Please submit your resume by mail. This will ensure your information reaches our Human Resources Department. Please do not send resumes to the Corporate Headquarters or Corporate Communications emails.

Asset Management

Modifications Underwriter

Tracking Code

4009085

Job Description

- Review and evaluate information on mortgage loans documents to determine if modification proposals meet company standards.
- Recommend whether modification files should be granted approval.
- Evaluates acceptability of loan to our investors and analyze title policies for accurate lien status.
- Review credit report and other loan submission documents so as to ensure borrowers meet certain established Investor/Service criteria.
- Organize work load to meet BLS production guidelines.
- Input information correctly into the loan database system.

Required Skills

- Strong demonstrated knowledge of tax returns- personal and corporate.
- Ability to adapt to multiple guidelines for different modification programs.
- Maintain a strong working knowledge of FHA, FNMA and Investor Guidelines
- Manage and perform multiple tasks accurately in a fast-paced and challenging environment.
- Serve as internal point of contact regarding file status
- Manage and perform multiple tasks accurately in a fast-pace environment.
- Have the ability to work overtime as business needs demand.
- Complete special tasks as assigned by Department Managers.
- Must be organized with excellent oral, written and interpersonal communication skills

Required Experience

- Bachelor's degree in Business, Accounting, Finance or related field or equivalent work experience.
- Minimum of 2 year of residential and/or commercial underwriting experience required. Other relevant study or work experience may be considered.

Job Location
Arlington, TX, US.

Position Type
Full-Time/Regular

Pre-Approval Underwriter
Tracking Code
409084

Job Description

- The Modification Processor/Income Verifier will evaluate pre-approval Modification submission in accordance with BLS and HAMP guidelines, policies and procedures.
- Make Recommendations as to whether loan files should be approved for Step One of the HAMP program.

Essential Duties and Responsibilities:

- Analyze Modification submission documents for accuracy and completeness. Review credit reports and other loan documents in order to ensure borrowers meet certain established criteria.
- Input information correctly into the loss mitigation system and calculate affordable payment and new loan terms.
- Recommend whether loan files should be granted approval for the Stipulation portion of a Modification.
- Maintain a strong working knowledge of HAMP and BLS guidelines.
- Manage and perform multiple tasks accurately in a fast-pace environment.
- Have the ability to work overtime as business needs demand.

Required Skills

- Must be organized with excellent oral, written and interpersonal communication skills

Education/Experience Requirements:

- College degree preferred.
- Bachelor's degree in Business, Accounting, Finance or related field or equivalent work experience.
- Minimum of 1 year of residential and/or commercial underwriting experience preferred.

Job Location
Arlington, TX, US.

Position Type
Full-Time/Regular

Residential Asset Manager
Tracking Code
409072

Job Description

- The individual will be reporting directly to the Manager or Assistant Vice President of the Asset Management Department.
- The individual will be responsible for managing and resolving a portfolio of delinquent loans.
- The asset managers are responsible for all aspects of servicing a delinquent portfolio.
- He/she will be responsible for Inbound/Outbound calls, loan workouts and portfolio maintenance on non performing mortgages.

Required Skills

- Excellent oral and written communication skills.
- Prefer 1 to 2 years Loss Mitigation/Loan Workout experience, though not required if the individual completed a bachelors degree in business or a related field.
- Knowledge of various bankruptcy and foreclosure regulations a positive. Good computer skills. Knowledge of Microsoft Windows, Word, & Excel.
- Professional demeanor and appearance.
- Willingness and aptitude to learn new tasks.
- Basic mathematics knowledge and ability to work comfortably with numbers.
- Willingness and ability to work in a fast paced environment and to handle a large volume of loans.
- Detail oriented and excellent organizational skills.
- Prefer a bachelors degree in business or a related field.

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Residential Asset Manager
Tracking Code
409073

Job Description

- The individual will be reporting directly to the Manager or Assistant Vice President of the Asset Management Department.
- The individual will be responsible for managing and resolving a portfolio of delinquent loans.
- The asset managers are responsible for all aspects of servicing a delinquent portfolio.
- He/she will be responsible for Inbound/Outbound calls, loan workouts and portfolio maintenance on non performing mortgages.

Required Skills

- Excellent oral and written communication skills.
- Prefer 1 to 2 years Loss Mitigation/Loan Workout experience, though not required if the individual completed a bachelors degree in business or a related field.
- Knowledge of various bankruptcy and foreclosure regulations a positive. Good computer skills. Knowledge of Microsoft Windows, Word, & Excel.
- Professional demeanor and appearance.
- Willingness and aptitude to learn new tasks.
- Basic mathematics knowledge and ability to work comfortably with numbers.
- Willingness and ability to work in a fast paced environment and to handle a large volume of loans.
- Detail oriented and excellent organizational skills.
- Prefer a bachelors degree in business or a related field.

Required Experience

- Prior experience using MSP loan servicing software package is strongly preferred.

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Residential Asset Manager

Tracking Code

409075

Job Description

- The individual will be reporting directly to the Manager or Assistant Vice President of the Asset Management Department.
- The individual will be responsible for managing and resolving a portfolio of delinquent loans.
- The asset managers are responsible for all aspects of servicing a delinquent portfolio.
- He/she will be responsible for Inbound/Outbound calls, loan workouts and portfolio maintenance on non performing mortgages.

Required Skills

- Excellent oral and written communication skills.
Prefer 1 to 2 years Loss Mitigation/Loan Workout experience, though not required if the individual completed a bachelors degree in business or a related field.
- Knowledge of various bankruptcy and foreclosure regulations a positive. Good computer skills. Knowledge of Microsoft Windows, Word, & Excel.
- Professional demeanor and appearance.
- Willingness and aptitude to learn new tasks.

- Basic mathematics knowledge and ability to work comfortably with numbers. Willingness and ability to work in a fast paced environment and to handle a large volume of loans.
- Detail oriented and excellent organizational skills.
- Prefer a bachelors degree in business or a related field.

Required Experience

- Prior experience using MSP loan servicing software package is strongly preferred.

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Residential Asset Manager

Tracking Code

409089

Job Description

- The individual will be reporting directly to the Manager or Assistant Vice President of the Asset Management Department.
- The individual will be responsible for managing and resolving a portfolio of delinquent loans.
- The asset managers are responsible for all aspects of servicing a delinquent portfolio.
- He/she will be responsible for Inbound/Outbound calls, loan workouts and portfolio maintenance on non performing mortgages.

Required Skills

- Excellent oral and written communication skills.
- Prefer 1 to 2 years Loss Mitigation/Loan Workout experience, though not required if the individual completed a bachelors degree in business or a related field.
- Knowledge of various bankruptcy and foreclosure regulations a positive.
- Good computer skills. Knowledge of Microsoft Windows, Word, & Excel.
- Professional demeanor and appearance.
- Willingness and aptitude to learn new tasks.
- Basic mathematics knowledge and ability to work comfortably with numbers.
- Willingness and ability to work in a fast paced environment and to handle a large volume of loans.
- Detail oriented and excellent organizational skills.
- Prefer a bachelors degree in business or a related field.

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Escrow

Escrow Analysis Processor

Tracking Code

409076

Job Description

- The individual will be responsible for completing modification escrow analysis requests on defaulted loans, POC bankruptcy escrow analysis, and miscellaneous escrow analysis.

Required Skills

- Ability to handle multi tasks
- Excellent organization skills
- Access and Excel knowledge preferred

Required Experience

- A minimum of 2-5 years loan servicing experience, but preferably a minimum of 2 years experience in escrow analysis

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Escrow Manager

Tracking Code

409070

Job Description

- The Manager of the Escrow department will report to 1st VP of Loan Administration and will be responsible for the administration and coordination of both the Tax and Insurance areas.
- The manager will part of the management team in the servicing department.
- The manager will be responsible for the management and direction of the Escrow department through trouble-shooting all problems and successfully enforcing the policies and procedures of the department.

Required Skills

- Participate in ongoing strategic planning process with senior management team
- Work with other department managers in matters regarding departmental operations, procedures and personnel questions.

- Direct the preparation of reports on specific facets of the departments operation
- Review departmental reporting practices to ensure conformity with investor, company and governmental requirements.
- Determine responsibility and provide sound evidence for recovery of monetary loss.
- Interact with attorneys, closing agents, and title companies in tax related issues.
- Closely monitor the “Open Item Report” for escrow and non-escrow loans.
- Ensure proper set-up of Tax Service contracts.
- Train and support junior department staff.
- Special projects as assigned by the 1st VP.

Required Experience

- Working knowledge of Microsoft Word, Excel, and Access.
- Ability to meet time deadlines while working under pressure.
- Handle simultaneous tasks and projects in a fast paced environment.
- Extensive knowledge of nationwide real estate tax procedures and mortgage loan documentation.
- Good business writing skills.
- Excellent business math skills.
- Excellent follow-up skills.
- Hands-on manager with impeccable integrity. Strong sense of ownership in department functions.
- LPS-MSP servicing experience a plus.
- Minimum 5 years escrow and loan servicing experience.
- Loan Closing and Tax Service Bureau experience a plus.

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Information Technology

Administrator, Middle Tier Infrastructure

Tracking Code

409053

Job Description

- Design, build, test, operate, maintain and manage Oracle 10g AS, JBoss SOA, Apache HTTPd, Apache Tomcat and PHP architectures.
- Responsible for the installation, configuration, administration and daily maintenance of enterprise-wide Oracle 10g AS, Apache HTTPd, Apache Tomcat, JBoss AS & SOA and PHP architectures.
- Defines requirements for hardware system architecture and evaluates performance, integrates hardware units and interconnection of units, implements test plans and handles design documentation.

- Responsible for open networks technologies for authentication using Active Directory and LDAP.
- Interaction with business units and project managers to solve variety of business - as well as technical issues.
- Interact with software, network and UNIX administrators to seamlessly implement solutions to complex technical issues. • Responsible for upgrades and patching.

Required Skills

- Knowledge of J2EE technologies and architecture
- Strong UNIX & Linux skills – administration and scripting
- Thorough knowledge of LDAP
- Strong knowledge of Java technology.
- Knowledge of basic network architectures, standards and verbiage.
- Knowledge of IIS
- Expert in: J2EE, PHP, JSP, JDBC, JSTL, XML, JavaScript, Bash Scripting, PERL, PHP.

Required Experience

- 3+ years of Application Servers Administration focusing on Oracle's 10G AS, Apache HTTPd, Apache Tomcat, JBoss AS & SOA.
- Knowledge of J2EE technologies and architecture
- Strong UNIX & Linux skills – administration and scripting
- Thorough knowledge of LDAP
- Strong knowledge of Java technology.
- Knowledge of basic network architectures, standards and verbiage.
- Knowledge of IIS, Weblogic & WebSphere a plus.
- Expert in: J2EE, PHP, JSP, JDBC, JSTL, XML, JavaScript, Bash Scripting, PERL, PHP.

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Loan Administration

Reporting Analyst

Tracking Code

409040

Job Description/Position Summary:

- This position supports all analytic efforts of the company's loan valuation, portfolio tracking, and rating agency evaluations.
- Essential Duties and Responsibilities: Assist with monthly and quarterly report production. Prepare reports and analyze existing portfolios for trends and performance.

- Prepare reports/data for Wall Street rating agencies as requested.
- Extract existing data to manipulate/calculate/format into presentable reports, charts and graphs.
- Maintain up-to-date knowledge of industry trends and events.
- Perform ad hoc analytical requests and research projects from internal parties.
- Special projects as assigned by management.
- Various mortgage collateral analysis tasks

Required Skills/ Skills/Knowledge Requirements:

- Ability to understand sophisticated mathematical models and concepts.
- Ability to work under pressure and maintain focus.
- Ability to maintain confidentiality.
- Strong analytical skills
- Must have an advanced proficiency in MS Excel and working knowledge of Access, Word and Powerpoint.
- Must have excellent oral and written communication skills
- Working knowledge of Business Objects a plus Mortgage industry knowledge is preferred

Required Experience

- Bachelors in finance or accounting and 2 years work experience

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Loan Counseling

Loan Counseling Supervisor

Tracking Code

409071

Job Description/ Position Summary:

- Provides daily supervision for the assigned Loan Counseling staff.
- Must possess high customer service skills, strong verbal and written skills, above average negotiation skills and follow up skills, ability to multi task and maintain a professional attitude at all times.

Essential Duties and Responsibilities:

- Monthly reviews of the Loan Counseling Department accounts.
- Monitor incoming and outgoing phone calls.
- Monitor employees attendance to ensure adherence to set schedules.
- Handle and respond to customer complaints.
- Program call campaigns through the Davox Auto-Dialer.
- Responsible for approving partial reinstatements.

- Responsible for approving/denying escrow advances on accounts within the Loan Counseling Department.
- Motivates and creates a positive work environment.
- Prepares performance appraisals and provide feedback and recommendations to Manager Trains and coaches the staff.
- Special projects as assigned by Assistant Vice President.

Required Skills

- Ability to work weekends and evenings as required.

Skills/Knowledge Requirements:

- Must have strong working knowledge of RESPA and the Fair Debt Collection Practices Act.
- Must have a high level of interpersonal, oral and written communication skills
- Proficient working knowledge of Microsoft Word and Excel.
- Must be detail oriented with excellent organizational skills.
- Must have professional demeanor and appearance.
- Must have the ability and willingness to work in a fast paced environment with a large volume of loans.
- Working knowledge of Auto-Dialer and ACD systems

Required Experience

- Bachelor Degree preferred. High School Diploma required.
- One to three years experience, preferably mortgage collections and collection supervisory experience a plus.

NOTE: The work schedule for this position is Tuesday through Friday from 1pm-10pm and Saturday from 11am-8pm.

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Loan Counselor

Tracking Code

409048

Job Description

- Inbound/Outbound calls to customers that are 5-90 days delinquent on mortgage/unsecured loan payments.
- Willing to train energetic person with good communications skills with designs on a career in the mortgage industry.

Required Skills

- Working knowledge of the requirements imposed under the Fair Debt Collection Practices Act.
- Must have strong interpersonal, oral and written communication skills. Must be a self-starter with the ability to work well under pressure with little supervision.

Required Experience

NOTE: This hours for this position are Mon-Thurs from 12pm to 9pm with a one hour lunch break, and Sunday from 1pm-5pm.

Job Location
Arlington, TX, US.

Position Type
Full-Time/Regular

Loan Counselor
Tracking Code
409079

Job Description

- Inbound/Outbound calls to customers that are 5-90 days delinquent on mortgage/unsecured loan payments.
- Willing to train energetic person with good communications skills with designs on a career in the mortgage industry.

Required Skills

- Working knowledge of the requirements imposed under the Fair Debt Collection Practices Act.
- Must have strong interpersonal, oral and written communication skills.
- Must be a self-starter with the ability to work well under pressure with little supervision.

NOTE: The schedule for this position is Tuesday through Friday from 1pm to 10pm and Saturday from 11am to 8pm.

Job Location
Arlington, TX, US.

Position Type
Full-Time/Regular

Loan Counselor
Tracking Code
409080

Job Description

- Inbound/Outbound calls to customers that are 5-90 days delinquent on mortgage/unsecured loan payments.
- Willing to train energetic person with good communications skills with designs on a career in the mortgage industry.

Required Skills

- Working knowledge of the requirements imposed under the Fair Debt Collection Practices Act.
- Must have strong interpersonal, oral and written communication skills.
- Must be a self-starter with the ability to work well under pressure with little supervision.

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

REO

REO Asset Manager

Tracking Code

409083

Job Description

- The management, marketing and disposition of a portfolio of bank owned residential assets.
- Engage with designated third party vendors to provide timely authorization for marketing plans, list price, offers, and expenses.
- Evaluate Broker Price Opinions and/or Appraisals relative to recommended marketing plans submitted by designated vendor.
- Ensure that most economically beneficial marketing plans are implemented.
- Negotiate sales price and contract terms on offers to mitigate losses and ratify contracts on behalf of the corporation based on attainment of appropriate internal guidelines.
- Review and approve discretionary expenditures based on approved strategies to ensure compliance with corporate expense guidelines and delegated authority.

Required Skills

- BS preferred or equivalent experience.
- Computer literacy of all Microsoft Office applications, Internet, etc.
- Excellent written and oral communication skills
- Ability to work effectively in a team environment and externally with vendors to ensure attainment of both individual and departmental objectives
- Proven ability to analyze trends and/or complex problems and recommend/implement appropriate solutions.

Job Location
Arlington, TX, US.

Position Type
Full-Time/Regular

Training & Education

Mortgage Servicing Package (MSP) Trainer **Tracking Code** **409069**

Job Description

- Position is primarily responsible for the development, design and delivery of training for BLS employees who will use Mortgage Servicing Package (MSP) from Lender Processing Services (LPS). This system was also known throughout the industry as Fidelity, Alltel, and CPI.
- Instructional design of software training programs as well as facilitation to staff - via classroom and virtual settings (i.e., webcast/WebEx sessions, and self-paced, on-demand computer-based training) - within the designated departments
- Coach employees upon hire and provide guidance and assistance to existing employees as needed when questions or issues arise
- Develop systems testing for Mortgage Servicing Package (MSP) and create/present training modules for any new releases or system updates
- Communicate with managers in the various departments to understand concerns/issues related to staff knowledge of MSP
- Work collaboratively with management on process development and improvement
- Prepare materials, logistics, and technology needs for classroom learning, including assembly of position manuals, making room reservations, securing IT equipment and system access, etc.
- Work proactively to determine opportunities for new training modules or to anticipate management's training needs based on business objectives
- Understand and exhibit the competencies and behaviors that support the YouEnvyMe.com Inc. Company Tenets

Required Skills

- Prior significant experience working with, and in-depth knowledge of, MSP, specifically in the Loan Servicing Industry
- Experience training others on the use of MSP is preferred
- Superior oral and written communication skills as well as strong interpersonal skills, including the ability to relate to employees at all levels of the organization
- Ability to create/manage self-paced, on-demand computer-based training programs
- Comfort in front of large groups and ability to engage the audience with effective presentations
- Detail-oriented; excellent organizational and multi-tasking skills. Project management experience is a plus

- Ability to work independently and as a team member
- Flexible, with a willingness and aptitude to learn new tasks and adapt to change. Prefer someone innovative; able to contribute new ideas and anticipate department needs
- Advanced computer skills (Microsoft Windows, PowerPoint, Word, & Excel) and ability to learn new systems rapidly, work with IT on enhancing internal systems, and be comfortable working with new software

Required Experience

Required:

- 3+ years of MSP (or prior versions) hands-on experience
- Some travel between Pompano and Coral Gables offices (as well as occasional visits to other offices around the country)

Preferred:

- Bachelors degree in business or a related field is preferred
- Prior experience in designing and delivering instructor-led and computer-based software training programs and proven ability to adapt to varying learning styles preferred
- Experience in a leadership or facilitation capacity

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Mortgage Servicing Package (MSP) Trainer

Tracking Code

409060

Job Description

- Position is primarily responsible for the development, design and delivery of training for BLS employees who will use Mortgage Servicing Package (MSP) from Lender Processing Services (LPS). This system was also known throughout the industry as Fidelity, Alltel, and CPI.
- Instructional design of software training programs as well as facilitation to staff - via classroom and virtual settings (i.e., webcast/WebEx sessions, and self-paced, on-demand computer-based training) - within the designated departments
- Coach employees upon hire and provide guidance and assistance to existing employees as needed when questions or issues arise
- Develop systems testing for Mortgage Servicing Package (MSP) and create/present training modules for any new releases or system updates
- Communicate with managers in the various departments to understand concerns/issues related to staff knowledge of MSP
- Work collaboratively with management on process development and improvement

- Prepare materials, logistics, and technology needs for classroom learning, including assembly of position manuals, making room reservations, securing IT equipment and system access, etc.
- Work proactively to determine opportunities for new training modules or to anticipate management's training needs based on business objectives
- Understand and exhibit the competencies and behaviors that support the YouEnvyMe.com, Inc. Company Tenets

Required Skills

- Prior significant experience working with, and in-depth knowledge of, MSP, specifically in the Loan Servicing Industry
- Experience training others on the use of MSP is preferred
- Superior oral and written communication skills as well as strong interpersonal skills, including the ability to relate to employees at all levels of the organization
- Ability to create/manage self-paced, on-demand computer-based training programs
- Comfort in front of large groups and ability to engage the audience with effective presentations
- Detail-oriented; excellent organizational and multi-tasking skills. Project management experience is a plus
- Ability to work independently and as a team member
- Flexible, with a willingness and aptitude to learn new tasks and adapt to change. Prefer someone innovative; able to contribute new ideas and anticipate department needs
- Advanced computer skills (Microsoft Windows, PowerPoint, Word, & Excel) and ability to learn new systems rapidly, work with IT on enhancing internal systems, and be comfortable working with new software

Required Experience

Required:

- 3+ years of MSP (or prior versions) hands-on experience
- Some travel between Pompano and Coral Gables offices (as well as occasional visits to other offices around the country)

Preferred:

- Bachelors degree in business or a related field is preferred
- Prior experience in designing and delivering instructor-led and computer-based software training programs and proven ability to adapt to varying learning styles preferred
- Experience in a leadership or facilitation capacity

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Customer Service

Customer Service Representative

Tracking Code

409061

Job Description

- Respond to all incoming customer inquiries received via telephone/written in an accurate and timely manner.
- Respond to mortgagor inquiries
- Refer calls that cannot be handled to appropriate area
- Make welcome calls and maintain call log
- Report significant findings from welcome calls to management
- Maintenance mortgagor records for name and address changes, phone numbers, occupancy, assumptions and modifications
- Research returned mail
- Generate billing statements and/or coupons
- Special projects as assigned by supervisor

Required Skills

- Must have strong interpersonal and excellent communication skills
- Ability to problem solve

Required Experience

- High school diploma or equivalent *Two years prior experience in customer service preferred

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

Customer Service Representative

Tracking Code

409088

Job Description

- Respond to all incoming customer inquiries received via telephone/written in an accurate and timely manner.
- Respond to mortgagor inquiries
- Refer calls that cannot be handled to appropriate area
- Make welcome calls and maintain call log
- Report significant findings from welcome calls to management
- Maintenance mortgagor records for name and address changes, phone numbers, occupancy, assumptions and modifications
- Research returned mail

- Generate billing statements and/or coupons
- Special projects as assigned by supervisor

Required Skills

- Must have strong interpersonal and excellent communication skills
- Ability to problem solve

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular

CBC

Foreclosure Coordinator

Tracking Code

409086

Job Description

- The Foreclosure Coordinator will be directly reporting to the Foreclosure Team Lead who reports to the Foreclosure/Bankruptcy Manager.
- He/she will be responsible for ensuring that all steps in the foreclosure process are completed accurately and timely and will act as liaison between the Asset Managers and outside counsel.
- He/she will be monitoring the status of residential and small commercial foreclosures from a creditor/servicer perspective, calculating and providing judgment figures to outside counsel in a timely fashion, filling out verifications, processing legal invoices, and reviewing other foreclosure related documents.
- Monitor the status of the foreclosures that have been initiated.
- Run Follow-Up List on weekly basis and ensure that all delinquent events have been attended to.
- Accurately update and comment the foreclosure module in DTS with all pertinent foreclosure information
- Responsible for hiring outside counsel to file the action.
- Provide guidance to counsel during the foreclosure process.
- Complete affidavits of debt and other verifications
- Ensure that all documents required by the courts are completed in an accurate and timely manner.
- Act as a liaison between Asset Managers and our Attorneys.
- Make sure sales results are received from attorneys within 24 hours
- Process invoices for payment.
- Special projects as assigned by Foreclosure Team Lead

Required Skills

- Minimum 1 to 2 years foreclosure paralegal or foreclosure servicing experience.
- Basic familiarity with general real estate law.
- Good computer skills.

- Knowledge of Microsoft Windows XP, Word, and Excel
- Professional demeanor and appearance
- Willingness and aptitude to learn new tasks Basic accounting/mathematics knowledge and ability to work comfortable with numbers
- Willingness and ability to work in a fast paced environment and to handle a large volume of cases/loans
- Excellent oral and written communication skills
- Ability to work overtime

Job Location

Arlington, TX, US.

Position Type

Full-Time/Regular