Part time job opening for Nationstar

M-F 4-9; some Saturdays.

Requisition Number: 6504

Job Title: Document Control Representative (Contractor) Part-time

Area of Interest: Loan Administration

City: Scottsbluff

State: Nebraska

Requirements: EDUCA TION / EXPERIENCE REQUIREMENTS
College degree preferred. Experience with Imaging systems, Microsoft Word, Microsoft Excel, Microsoft Access, Lotus

Job Description: JOB SUMMARY
Analyze, research, and administer the tracking of final documents and work closely with Nationstar employees, our custodian, and vendors to facilitate lien releases.

ESSENTIAL JOB FUNCTIONS

1. Register, track, and ship collateral files/documents.

2. Explore and analyze files for missing documentation.

3. Assist in absolving problem files and documentation associated with these files.

4. Run reports and scan documents in order to process lien releases.

5. Manage multiple priorities with minimal supervision.

6. Effective verbal and written communication skills with internal and external customers.

7. Successful implementation of projects and process improvements according to established timelines and strategic direction of the company.

Apply online at https://www.nationstarmtq.com/Careers. Select open positions, and search for requisition number 6504