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# Example of Foreclosure Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of foreclosure. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for foreclosure

* Analyze and respond to trends in volume fluctuation, product mix, regulatory changes and investor requirements
* Prepares and reviews foreclosure related documents
* Searches and reviews bankruptcy matters
* Communicates with clients regarding foreclosure matters
* Coordinates foreclosure sales and publications in multiple states
* Enters and verifies information in foreclosure processing platform
* Creates and distributes title reports using proprietary software
* Performs other duties or projects as assigned
* Act as the main point of contact for Spanish speaking customers, both over the phone and via email
* Prepare file for foreclosure approval (around 120 days past due)

## Qualifications for foreclosure

* Intermediate computer skills in Microsoft products, such as Word, Excel, PowerPoint, Access and Outlook and servicing applications, default and servicing technology
* Strong knowledge of Microsoft Access, Excel, Word, and Fidelity is preferred
* LPS Desktop preferred
* Must be detail orientated with strong problem solving skills
* Must be PC proficient (Excel, Word, Lotus Notes)
* Must be fluent in verbal and written Spanish