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# Example of Foreclosure Job Description

Our company is growing rapidly and is looking for a 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

* Responsible for managing an Investor Specific portfolio
* Coordinates and conducts regular proactive conference calls with vendors on default related issues and status of resolutions
* Calculates bidding instructions for nationwide foreclosure sales and reviews for accuracy
* Assist the Default Supervisor/Manager with special projects including Monitor team performance, preparing management review reports, quality control audits
* Ability to provide counseling , develop training and mentor new and existing Foreclosure Specialists
* Provide backup coverage for other Foreclosure Specialists
* Manage staff of direct reports, including but not limited to participating in hiring decisions, training, performance reviews, assigning and prioritizing duties
* Maintains current foreclosure status of assigned loans within established policies and procedures
* Records pertinent information in the loan servicing system and other applicable software to maintain accurate and current records
* Reviews and reconciles reports between loan servicing system and other applicable software to insure timeliness and quality

## Qualifications for foreclosure

* Participate in all required compliance training, including Bank Secrecy Act/anti-money laundering
* 2+ years’ experience in default, foreclosure/bankruptcy, and loss mitigation
* Employees are expected to carry out all reasonable requests by managers/supervisors, which the employee is capable of performing
* Employees must record all hours worked accurately and honestly in Stonegate Mortgage’s timekeeping system
* Ability to prepare foreclosure files, task queue, conduct file audits, assist and support supervisor regarding daily task, foreclosure claim reports and all required for claims and bank reconciliation purposes
* Ability to provide support for Bank Reconciliation and Check Processing functions