



# Example of Title Coordinator Job Description

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Our company is searching for experienced candidates for the position of title coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for title coordinator

- Facilitation of customer requests via email, fax, telephone
- Managing a variety of inventory reports
- Updating existing inventory
- Maintaining and developing client/attorney closing relationships
- Assisting underwriting as needed
- Update website content regularly (experience with HTML is a plus)
- Search for and contact potential new vendors as required by the Business Unit
- Oversee the ongoing selection and management of vendor relationships
- Negotiate with prospective vendors to achieve a cost-effective network
- Understand business requirements and formally communicate them to vendors (service level conditions, certification, set-up of database account and collection of vendor's data)

## Qualifications for title coordinator

- Promosuite experience is a plus
- Maintain and manage relationships with Vendors to ensure they are meeting the SLA (service level agreement)
- Analyze vendor's productivity and make suggestions to improve performance
- Review quality of all potential claims opened by claims intake team
- Perform preliminary evaluation and triage potential claims to determine type of claim and relative urgency

