

Job Title
MARKETING COORDINATOR



Location
Royal Oak, 48067

Industries
Real Estate/Property Management
Marketing

Job Type
Employee
Full-Time

Education Level
Experience (Non-Manager)

About the job

Join the growing team at Parks Title. Parks Title is a recognized expert in providing fast and accurate title and settlement services throughout Michigan and Illinois. We pride ourselves in quality work and uncompromising professional ethics.

We are currently seeking a **Full-Time Marketing Coordinator** to support the daily operations of Parks Title's Royal Oak office. *Principle responsibilities will include, but are not limited to the following:*

- ❑ Assist in development and implementation of effective, innovative and creative marketing plan aimed at enhancing Parks Title's corporate image, new business development and retention efforts.
- ❑ Coordinate Parks Title's internal and external marketing and communications. Ensure key strategic messages are communicated effectively to all target audiences.
- ❑ Continue to develop continuity of Parks Title's corporate style and assure consistent communication of image and core values.
- ❑ Oversee the development and implementation of direct marketing program for use by sales team to increase customer acquisition and retention.
- ❑ Oversee traditional and electronic media relations including press releases, website updates, social media and blog strategy. Focus on content creation and other outreach efforts to grow the website's visibility and influence.
- ❑ Oversee production of sales, marketing and advertising collateral materials for use by sales team. Assist in market research and proposal writing for new business as requested. Participate in planning and presentation sessions as requested.

- ❑ Work with Director of Finance to establish and monitor Marketing budget.
- ❑ Target professional association events, speaking engagements, training seminars, and other community events to position Parks Title as an industry leader.
- ❑ Identify and develop plan for corporate support of projects such as cause-related marketing and special events.
- ❑ Assist in maintaining focus on strategic plan, corporate philosophy and core values throughout the company. Develop and distribute internal e-newsletter. Assist in planning and development of team building activities and internal corporate events as requested.

Job Specification of Marketing Coordinator

- ❑ BS/BA in Marketing, Public Relations or related field.
- ❑ Creative and detail-oriented with the ability to manage projects from inception to execution.
- ❑ Excellent communication skills, both verbal and written.
- ❑ Productive self-starter with hands-on, team approach to success.
- ❑ Qualified applicants must possess and adhere to Parks Title Core Values and take pride in quality work and excellent service, have a positive outlook and act as a professional with uncompromising ethics.
- ❑ Proficient in Microsoft Office programs

Parks Title is committed to being the best place to come for excellent service and a fulfilling career. We offer competitive salaries and excellent benefit packages. To learn more please visit our website www.parkstitle.com. Please send your resume and salary expectations in confidence to careers@parkstitle.com. Please note that you will receive a message back in your inbox. By pressing Reply and then Send, you will be added to my list of trusted contacts and all your future e-mails will be delivered directly to my inbox.

Job Title
ESCROW PROCESSING AGENT (PT)



Location
Grand Rapids, MI 49525

Industries
Real Estate/Property Management

Job Type
Employee
Part-Time

Years of Experience
2 plus years

Education Level
Experience (Non-Manager)

About the job

Join the growing team at Parks Title. Parks Title is a recognized expert in providing fast and accurate title and settlement services throughout Michigan and Illinois. We pride ourselves in quality work and uncompromising professional ethics.

We are currently seeking a Part-Time **Escrow Processing Agent** to support the operations of Parks Title's satellite office in Grand Rapids. *Duties will include:*

Position Summary:

The Escrow Processing Agent primary function is to effectively analyze and organize all necessary documents needed to process closing packages. The Escrow Processing Agent works closely with customers to obtain necessary information, and communicates with all parties throughout the transactions to coordinate the closing. The Escrow Processing Agent needs to possess strong organizational and communication skills. The Escrow Processing Agent must be able to operate in an environment with tight deadlines and strict standards.

Responsibilities/Duties:

- ❑ Closely reviews lender instructions.
- ❑ Determines escrow requirements by verifying buyer, seller, and lender instructions including calling on water, taxes and special assessments.
- ❑ Familiar with state city specific requirements.
- ❑ Completes calculations by prorating taxes and interest specific to the purchase agreement
- ❑ Obtains clear title by ordering title reports, resolving title defects, satisfying existing liens and encumbrances against property or principles
- ❑ Familiar with seller concessions and has ability to work through a file to obtain funding from lender.

- ❑ Schedules closings by reviewing title commitment to ensure file is clear to close
- ❑ Prepares transaction documents by completing forms and statements; collecting and reviewing existing documents.
- ❑ Respond to inquires from customers, attorneys, agents and brokers.
- ❑ Provides support to the Escrow Department.

Specific Knowledge & Skills:

- ❑ Knowledge of title software desired, Ramquest preferred.
- ❑ Understanding of basic computer programs (Microsoft Office)
- ❑ Familiar with the standard concepts, practices and procedures of the escrow and title process.
- ❑ Detailed oriented and professional; able to handle confidential information.
- ❑ Strong communication, both written and verbal.
- ❑ Financial and documentation skills.
- ❑ Must have excellent communication skills on all levels within and outside of the organization.
- ❑ Must take pride in quality work and excellent service.
- ❑ Must have a positive outlook.
- ❑ Must be a team player with a can-do attitude.
- ❑ Must be a professional with uncompromising ethics

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