



Opening for a Full-time Reinstatement & Payoff Specialist

Gross Polowy, one of NY's Best & Brightest Companies, Best Places to Work, and Healthiest Employers in WNY is an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. The Reinstatement & Payoff Specialist is responsible for handling incoming requests for reinstatement or payoff figures. Position involves a fast paced and deadline driven environment.

Ideal candidates should have professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills and be self-motivated.

JOB DUTIES/RESPONSIBILITIES:

Obtain payoff and reinstatement figures from clients

Prepare payoff and reinstatement letters utilizing the payoff and reinstatement quotes provided by the client

Process incoming email requests received in team's outlook mailboxes

Provide fees and costs quotes to the clients through the client systems

Handle incoming calls from the firm's payoff and reinstatement line

Process payoff or reinstatement funds and forward to client

Additional duties as assigned and/or as business needs dictate

EXPERIENCE LEVEL & BEHAVIOR

1 – 2 years of office experience but willing to consider less experience

Experience within legal and/or banking, possible same field experience

Demonstrates positive behavior plus excellent communication to Manager, Attorneys of the firm, co-workers, other departments and clients

Benefits

Health Insurance with Health

Reimbursement Account

Paid Time Off

401(k) Match

Dental Insurance

Vision Insurance

Accident Coverage

Specified Disease Coverage

Flexible Spending Account

Disability Insurance

Hybrid Schedule

Employee Assistance Program

Referral Program

Free Parking

Employee Discounts

Paid Sick Time

Professional Development Assistance

Opportunities for Advancement

Casual Dress

Pay \$18.00 - \$21.00/hour

Base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits). Hybrid schedule offered once training complete. Details of participation in these benefit plans will be provided if a candidate receives an offer of employment.

Travel requirement No travel