

**JOB POSITION:** Order Processor  
**PRIMARY LOCATION:** Eden Prairie, MN  
**POSITION STATUS:** Exempt, Salary  
**POSITION HOURS:** 8:30 AM - 5:00 PM Monday- Friday (30 minute unpaid break)  
**AVAILABILITY:** Immediate

Results Title is a local and independent full-service real estate closing and title insurance company who is currently seeking a full-time Order Processor at our corporate office in Eden Prairie, MN.

**JOB DESCRIPTION AND RESPONSIBILITIES (include, but are not limited to):**

- Monitor and manage the department's e-mail inbox of incoming files from closing offices and lenders
- Open and/or review files in Softpro Select making sure to accurately enter data from purchase agreements and lender orders for Buyer, Seller and Refinance files in our paperless system in an expedited fashion
- Enter the original order date and the prod open date in Softpro Select
- Search for prior files on every order opened
- Strive to open all orders within the same day received prior to 3pm cutoff
- Field email requests to appropriate parties timely, efficiently and professionally
- Communicate with closers for missing information
- Assist other departments when needed (including but not limited to post closing, file opening, accounting, etc)
- Manage a daily task list and keeping up to current date

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficiency in MS Outlook, MS Word, MS Excel
- Strong sense of urgency and problem-solving skills
- GREAT attention to detail
- Ability to work in a fast paced environment with minimal supervision
- Good internet research skills
- Excellent verbal and written communication
- Title or real estate background preferred

**Compensation:** Salary is commensurate with experience and qualifications plus a comprehensive benefits package including medical/dental insurance, 401k Savings and Retirement, and Wellness Program.

If you are interested in applying for this position, please send your cover letter and resume to: [Jobs\\_10@results.net](mailto:Jobs_10@results.net) Only applicants who submit both a cover letter and resume will be considered.

*RE/MAX Results is an EOE. We are committed to hiring individuals who contribute to the cultural diversity of our workplace. Employment at RE/MAX Results is based solely on a person's merit and qualifications directly related to professional competence. Our hiring decisions are guided by our equity value; embracing differences, seeking to eliminate racism and other forms of discrimination, and striving to create a workplace in which everyone matters.*