



## EXTERNAL JOB POSTING

<b>GENERAL INFORMATION</b>	
<b>Job Title:</b>	<b>Agency Advisor – Lien Sweeper</b>
<b>Location:</b>	<b>Southeast Region (Remote)</b>
<b>FLSA Status:</b>	<b>Salaried/Exempt</b>
<b>POSITION SUMMARY</b>	
<p>Lien Sweeper offers title curative and discharge tracking services to the real estate industry. Our services specialize in obtaining the necessary document(s) to remove from title any previously paid off lien attached to commercial or residential property nationwide, regardless if that lien is held by a corporate entity, government office or private individual.</p>	
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	
<b>1.</b>	Actively identify and cultivate key potential customers.
<b>2.</b>	Engage key potential customers and presenting/selling our services both in person and by phone.
<b>3.</b>	Establishing and maintaining customer relationships.
<b>4.</b>	Attend local and regional tradeshow and various Association meetings.
<b>5.</b>	Achieve agreed upon annual sales target.
<b>6.</b>	Lead all aspects of sales process, while calling upon other company resources to assist in execution of sales/service plan.
<b>7.</b>	Meet established sales and revenue goals.
<b>8.</b>	Provide a high level of service and training to identified customers to increase their policy submission to the company.
<b>9.</b>	Determine appropriate sales/service plans for each identified customer and execute on the same.
<b>10.</b>	Monitor and assess business levels of assigned accounts to ensure revenue growth.
<b>11.</b>	Lead all aspects of sales process, while calling upon other company resources to assist in execution of sales/service plan.
<b>12.</b>	Maintain up-to-date understanding of industry trends and technical developments that affect target markets.
<b>13.</b>	Participate in sales forecasting and planning.
<b>14.</b>	Develop and maintain communications in a cooperative and professional manner with all levels of staff and customers.
<b>15.</b>	Compliance and adherence at all times with the organization’s Code of Ethics and Conduct as well as all of our company policies.
<b>16.</b>	Perform other related duties as required and assigned.
<b>QUALIFICATION REQUIREMENTS</b>	

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>1.</b>	Must have valid driver's license and travel 70% of the time throughout your assigned territory.
<b>2.</b>	Motivated self-starter who can work independently to accomplish Company goals.
<b>3.</b>	Exceptional customer service skills and a commitment to providing extraordinary service.
<b>4.</b>	Strong interpersonal skills, maturity and good judgment and capable of communicating with a diverse range of individuals.
<b>5.</b>	Excellent oral and written communication skills including formal presentation skills before both small and large groups.
<b>6.</b>	Demonstrated ability in problem solving and negotiation with special emphasis on closing the sale.
<b>7.</b>	Ability to work as part of a team.

**EDUCATION / TRAINING / OTHER RELEVANT EXPERIENCE**

<b>1.</b>	Bachelor degree in business, marketing or a related discipline preferred, or equivalent work experience.
<b>2.</b>	3-5 years of experience as a sales representative, ideally in the real estate industry.
<b>3.</b>	Title industry sales experience, knowledge of current TRID rules, CFPB compliance and ALTA Best Practices preferred.
<b>4.</b>	Familiarity with Microsoft Office Suite.

**EEO STATEMENT**

CATIC Financial, Inc. and its subsidiaries are committed to providing equal employment opportunities to all employees and applicants for employment and to maintaining a work environment that is free from discrimination without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.