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Citi Bank Recruitment 2023 – 2+ Years Experience – Title Analyst Post

Hiring organization
Citi Bank

Job Location

India
Remote work from: India

Date posted
May 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 35,000 - Rs. 45,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

Experience

2+ Years Experience

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Description

Citi Bank Recruitment 2023

The role of the Title Analyst Post is to work with the lenders and staff at the company to ensure the accuracy of all title-related matters during the course of a loan.

Citi Bank Jobs Near Me

The individual in this position will be responsible for ordering, reviewing, and analyzing all title-related documents, as well as preparing and submitting reports to management.

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Citi Bank Jobs Careers

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Responsibilities:

- Ordering, reviewing, and analyzing all title-related documents
- Preparing and submitting reports to management
- Providing assistance to lenders and staff as needed
- Other duties as assigned

Requirements:

- Bachelor's degree in Business Administration or a related field
- At least 2 years of experience in a similar role
- Thorough knowledge of title insurance and lien search procedures
- Strong attention to detail
- Excellent organizational skills.

Qualifications:

- BA/BS in business, economics, statistics, mathematics, accounting or related field
- Strong analytical and problem solving skills
- Familiarity with Microsoft Excel and Access

Knowledge of the title insurance industry is a plus

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