

Customer Service Representative

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$20.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is currently working with a client seeking a Loan Servicing Support Specialist. The Loan Servicing Support Specialist is responsible for performance of support duties related to the processing and servicing of loans. These tasks include but are not limited to necessary processes to maintain accurate system records, payment postings, legal documents, and customer communication. Are you a detail-oriented, organized, and driven individual? Then this is the Loan Servicing Support position for you!

Key responsibilities

- Loan maintenance, such as, modifications, extensions and required changes in core processing system
- Review loan documentation for accuracy and completeness
- Prepares escrow payments for property taxes, insurance, and association dues
- Answer customer inquiries efficiently and accurately, which may include generating loan payoff letters
- Processes payments, advances, and adjustments on loans
- Research misapplied or missing loan payments
- Respond to credit reporting disputes and correct credit reporting errors

Requirements

- Ability to work in a highly confidential and compliance driven environment
- Excellent oral and written communications skills
- Attention to detail and critical thinking and problem-solving skills are a must
- High school diploma or equivalent required (AA/BA/BS in Accounting, finance or economics preferred)
- Excellent problem solving skills in Microsoft Office applications

This position needs to be filled immediately! If your skill set matches the requirements, contact us today!

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.