



**WE ARE  
HIRING**

**JOIN US!!**



**FreedomTitle**  
www.freedomtitletx.com

189 Elm Street, Suite 101  
Lewisville | TX

**Title Plant  
Research Specialist**

Duties Include:

- Initial title order processing
- Printing runsheets
- Ordering taxes
- Uploading documents

**Policy Department Clerk**

Duties Include:

- Document review for accuracy
- Quality control checks
- Prepping file for policy issuance



- Prior work experience in detail-oriented tasks is required including strong typing, computer and communication skills.
- Knowledge of real estate documents is a huge plus!
- Compensation varies dependent upon prior work history, skillset, etc.
- Work hours are 8:30 am - 5:00 pm, Monday - Friday.
- Comprehensive benefits package including medical, dental, 401k and more!
- **Apply via email only to [michelann@freedomtitletx.com](mailto:michelann@freedomtitletx.com)**