

**BENDETT & McHUGH**  
**ATTORNEYS AT LAW**

## **Maine Foreclosure Attorney Operations Manager**

Established in 1986, Bendett & McHugh, P.C., has been providing outstanding legal services specifically focused in representing mortgage servicers and lenders in the New England States in our Mortgage Default practice. We are committed to providing career-oriented, professionally-rewarding experiences to all who choose to work at our firm. Our employees are seen as our most valued assets. We are committed to our Core Values - Integrity, Service, Quality and Teamwork.

Bendett & McHugh is looking for a strong Foreclosure Attorney Operations Manager for our Maine Foreclosure department. This is an opportunity for an experienced foreclosure attorney to join our Portland Maine location. The Foreclosure Attorney Operations Manager will oversee the firm's foreclosure operations to ensure established goals are met while maintaining compliance. In addition, this position shares responsibility for developing staff and reviewing procedures to identify and resolve issues. The position's responsibilities include supervision of all office operations and personnel, oversight and training of legal staff, and implementing standard processes and procedures.

### **Requirements**

- Licensed in Maine for 5 or more years
- 3 or more years law firm manager/supervisory and/or operations experience
- 5 or more years of foreclosure experience
- Ability to analyze issues and communicate effectively with management in order to efficiently and effectively pursue and attain the best performance results on behalf of the firm and its clients
- Effective personnel and project manager with an attention to detail
- Ability to work in a fast-paced, deadline oriented environment

### **Our employees enjoy:**

- Competitive salary
- Medical, dental, vision insurance, short term disability, long term disability, life insurance, flexible spending
- Paid holidays, paid time off, paid sick time and floating holidays
- 401 (k)
- Wellness programs
- Flexible work hours

Please send your cover letter and resume with salary requirements in confidence to:

**[sboice@bmpc-law.com](mailto:sboice@bmpc-law.com)**