# The Fitch Works Asset Recovery

At TFW Asset Recovery, we strive to provide quality property management services to our clients. Our mission is to exceed the expectations and ensure the highest levels of satisfaction.

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https://tfwassetrecovery.com/



### **JOB OPPORTUNITY**



## Job Title: Heir Locator

Do you have a passion for genealogy and uncovering hidden connections? Are you a natural detective with a knack for research? If so, we're looking for you!

<u>TFW ASSET RECOVERY</u> is seeking a skilled Heir Locator to join our team. In this role, you'll be responsible for tracing and locating missing heirs and beneficiaries for Unclaimed Property, Estates and Trusts.

The ideal candidate possesses:

- **Exceptional research skills:** You're comfortable navigating public records, historical documents, and online databases to uncover crucial information.
- Strong communication and interpersonal skills: You'll be interacting with various individuals, including potential heirs, attorneys, and other professionals.
- **Excellent organizational abilities:** You can manage multiple cases simultaneously, keeping detailed records and meeting deadlines.
- Self-motivation and independence: You're proactive and able to work effectively with minimal supervision.

#### **Responsibilities include:**

- Conducting thorough genealogical research to identify and locate potential heirs.
- Communicating with potential heirs in a sensitive and professional manner.
- Preparing detailed reports and documentation.
- Working collaboratively with other team members.

If you're a highly motivated individual with a passion for uncovering hidden connections, we encourage you to apply!

> To apply, please submit your resume and a cover letter highlighting your relevant experience to

> > employment@tfwassetrecovery.com

or visit our websites <u>https://tfwassetrecovery.com/</u>



# Philippines

Are you familiar with all the City/Provinces below? Do you want to work remotely with flexible hours?

- \* Experience is not necessary
- \* Work on your own time
- \* Get Paid for each verified Property Owner/ Heir you located
- \* Plus Commission after completing the process of a claim.

BACOLOD **CALOOCAN** CAVITE CEBU ILOILO **ISABELLA** LAGUNA MAKATI **MALABON** MANDALUYONG MANILA **OLONGAPO** PARANAQUE PASAY PASIG PAMPANGA **QUEZON CITY** ZAMBALES ZAMBOANGA

