

Position Title: County Integration Lead

Job Type: Full-time

About Hopdox

Hopdox is the leading innovator in eRecording, dedicated to making document recording **simply better** for counties, title companies, banks, and attorneys nationwide. We believe in more than just great technology—we believe in building relationships, creating memorable experiences, and making a positive impact in the local communities we serve.

Job Summary

We are seeking a highly organized and detail-oriented **County Integration Lead** to spearhead integrations of our eRecording solutions with county Land Record Management Systems (LRMS). This role requires strong project management skills combined with technical acumen to manage activities between internal development teams, county representatives, and external land record system stakeholders. The County Integration Lead will also assist in the setup, configuration, and maintenance of system requirements to ensure a seamless integration process.

Key Responsibilities

1. Project Coordination & Management:

- Serve as the primary point of contact for integration projects, managing communications between internal developers, county representatives, and external land record system teams.
- Develop and maintain project plans, timelines, and deliverables, ensuring projects stay on schedule.
- Manage and lead a group of people towards a common goal
- Provide regular updates to stakeholders, ensuring transparency and accountability

2. Technical Coordination:

- Work closely with internal developers to align integration efforts with technical requirements and project goals.

- Collaborate with county IT teams and land record system project managers to ensure compatibility and functionality.
- Provide functional and user testing to ensure integrations are working as designed.
- Identify and resolve technical issues, escalating as necessary to appropriate stakeholders.

3. System Setup & Configuration:

- Assist counties with system setup, including data entry and configuration of document types, fee structures, and document requirements.
- Conduct quality checks to ensure accurate setup and adherence to project requirements.
- Provide guidance on best practices and troubleshoot issues during setup and configuration phases.

4. Documentation & Training:

- Develop and maintain comprehensive project documentation, including requirements, configurations, workflows, technical integration details, including best practices and lessons learned.

5. Stakeholder Management:

- Build and maintain strong working relationships with county representatives, land record system teams, and internal stakeholders.
- Act as a liaison to address concerns, answer questions, and ensure alignment of integration goals.
- Perform selling and closing activities in pursuit of securing signed Memorandums of Understanding as necessary.

Qualifications:

• Education & Experience:

- Bachelor's degree in business administration, Information Technology, related field or commensurate work experience.
- Project management experience, preferably in software implementation or system integrations.

- Experience working with title, land records, government systems, or related fields is a plus.
 - **Technical Skills:**
 - Proficiency in project management tools (e.g., Microsoft Project, Asana, Jira).
 - Basic understanding of software development workflows and technical concepts (APIs, system integrations, etc.).
 - Experience with system configuration, data entry, and quality assurance processes.
 - **Soft Skills:**
 - Strong organizational and multitasking skills.
 - Excellent verbal and written communication, with the ability to interact effectively with technical and non-technical audiences.
 - Problem-solving mindset and proactive approach to challenges.
 - **Certifications:**
 - Project Management Professional (PMP) or equivalent certification is a plus.
-

Key Competencies:

- Attention to detail and commitment to accuracy in configuration and documentation.
 - Ability to manage multiple projects simultaneously while meeting deadlines.
 - Customer-focused mindset, ensuring county representatives' needs are addressed effectively.
-

Work Environment:

- Remote work environment with occasional travel to counties as required for implementation and training.
 - Flexible schedule to accommodate county schedules and project timelines.
-

Benefits:

- Competitive salary

- Comprehensive health benefits
- Paid time off and holidays

If you are a motivated professional with a knack for managing projects and bridging technical and operational gaps, we encourage you to apply for this exciting role!

