



Job Title: Notary Consultant (Multiple States Wanted)

Location: US States (Remote, Mobile, or Hybrid) | Contract | Flexible Schedule

About Very Busy Bees

Very Busy Bees - FAFSA, Notary & Tax is a fast-growing document management studio headquartered in Hackensack, NJ! Founded in 2024, we provide personalized support to clients across the country for tax preparation and Free Application for Federal Student Aid (FAFSA) filing. We locally support clients seeking New Jersey notarial services including general notary work, apostille, fingerprinting & loan signing.

Position Overview

We are looking for reliable, detail-oriented, and customer-focused **Notary Consultants in multiple states** to perform notarial acts for a variety of client needs. This includes general notarizations, loan signings, and support with document processing services such as Apostilles and legal forms.

You'll represent *Very Busy Bees - FAFSA, Notary & Tax* with professionalism and warmth, helping clients finalize important paperwork in a secure and efficient manner. The position will involve receiving notary assignments in the state wherein you are commissioned to notarize forms. All commissioned notaries are invited to apply regardless of their level of expertise with advanced notarial work.

Key Responsibilities

- Perform notarizations in accordance with the laws within your state as a representative of *Very Busy Bees - FAFSA, Notary & Tax*.
- Conduct mobile or remote online notarizations (RON), when assigned

- Assist clients with general document signing needs, including acknowledgments, jurats, and affidavits
 - Complete loan signing appointments and ensure all documents are executed accurately (if credentialed)
 - Coordinate appointment scheduling, identity verification, and document review
 - Maintain accurate records of all notarizations and follow privacy/confidentiality protocols
 - Support related document services (e.g., Apostille intake, translation coordination) as needed
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Qualifications

- **Commissioned State Notary Public (required)**
 - NNA Certification required for those aspiring to specialize in Loan Signings
 - General Loan Signing System training, or equivalent is preferred
 - Familiarity with the notarial laws and procedures of the state of your commission
 - Excellent communication, professionalism, punctuality, and attention to detail
 - Comfortable using digital tools for scheduling, document management, and client communication
 - RON-commissioned or willing to become RON-approved in your state (a plus)
 - Valid driver's license and reliable transportation for mobile appointments
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Schedule & Compensation

- Flexible hours — you set your availability
 - Opportunities for mobile and remote work
 - Paid per appointment, notarization, or document set — competitive rates based on experience and volume
 - Travel/mileage reimbursement for mobile signings
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Why Join Very Busy Bees

- Be part of a growing, mission-driven company that values professionalism, flexibility, and service
 - Work independently while being supported by a responsive and organized team
 - Opportunities to expand your career in the areas of tax, FAFSA, and document processing
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To Apply

Send your resume including your notary commission number, date of commission and a statement of interest outlining your notary experience and career goals to

support@verybusybeesnj.com. Use subject line: **Notary Consultant Application - ?? [Insert Your State of Commission using the state Initials i.e NY for New York]**