JOB DESCRIPTION

POSITION: Receptionist/Administrative Assistant
DEPARTMENT(S):   Benchmark Title Rosedale location
STATUS: Full Time
EXEMPT STATUS: Non Exempt
HOURS: 8:30am-5:00pm

MAJOR DUTIES AND RESPONSIBILITIES:

Receptionist/Title Processor will perform a variety of escrow duties related to the residential closing process, in addition to day to day administrative and front desk Receptionist duties.   Responsibilities include, but are not limited to, data entry for title related items, preparation of title documents and associated documentation, answering phones, ordering office supplies and greeting customers.

Essential Functions:

- Direct and greet customers in person or by telephone, answering or referring inquiries.
- Open new title orders.
- Provide receipt of new contracts and earnest money deposits.
- Assist with post-closing processes.
- Provide setup for office closings.
- Assist Escrow Officers with administrative needs.
- Order all office and breakroom supplies.
- Coordinate mail and deliveries for office.
- Management of day to day office needs.

Job Qualifications:

- College Degree preferred or equivalent work experience
- Customer service orientation. Ability to communicate professionally, both verbally and in writing.
- Proficiency in Microsoft Office Suite including Word, Excel and Outlook.
- Creative problem solving skills. Strong communication skills, verbal and written.
- Ability to interact successfully with both internal and external customers at all levels.
- Ability to multi task, prioritize and be flexible with changing business needs in a team environment.
- Ability to work in an accurate, detail-oriented and highly productive manner.