JOB DESCRIPTION

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

MAJOR DUTIES AND RESPONSIBILITIES:

Residential Escrow Assistant/Receptionist 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:

- Maintain closing calendar as needed by Escrow Officers.
- Maintain communication with Escrow Officers and customers to provide status of title issues.
- Acknowledge receipt of new real estate contracts.
- Open new title orders and set up escrow files.
- Assist Escrow Officers with administrative needs.
- Order office supplies.
- Management of day to day office needs.
- Directing/greeting customers in person or by telephone, answering or referring inquiries

JOB QUALIFICATIONS:

- College degree preferred or equivalent work experience
- 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.
- 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.

All qualified applicants will receive consideration for employment without regard to race, ethnicity, gender, sexual orientation, religion, color, age, disability, veteran status, national origin, ancestry, gender identity, marital status, citizenship status, medical condition (including pregnancy), or any other characteristics as specified by the applicable laws.