

Receptionist/Escrow Assistant

We are looking for an organized and dependable person with good phone and communication skills. Excellent benefits and opportunity for growth.

Duties include but are not limited to:

Greeting guests and staff at check-in, and communicating with contacts via phone and email correspondence in a professional manner.

Assisting Escrow officers in creating packets for escrow transactions and verifying that escrow entries are accurate.

Performs clerical duties such as filing, handling data entry, and scanning

Must be able to work in a fast-paced environment and the ability to multi-task.

Requirements:

Bachelor's Degree is preferred

At least 1 to 2 years of administrative experience in a professional, corporate environment; previous experience in the real estate industry

Excellent verbal and written communication

Proficient in Word, Excel and PowerPoint

Qualified candidates must be able to pass a Background Check