



JOB TITLE: Title Assistant I

JOB SUMMARY

Our order entry clerk is responsible for all incoming orders and searches, as well as for answering the phones. S/He also contacts clients to resolve questions, inconsistencies, or to retrieve missing data.

DUTIES & RESPONSIBILITIES

- Responds quickly to a multi-line telephone system; answers and routes calls
- Processes incoming orders and searches
- Processes incoming searches/inquiries via email
- Performs other duties as assigned by supervisor

EDUCATION

A high school diploma is required.

SKILLS

- Adaptable: adapts to new, different, or changing requirements
- Attentive to details
- Business fundamentals: recognizes the importance of maintaining privacy and confidentiality of company information
- Critical thinking: uses logical thought processes to analyze and draw conclusions
- Customer focused: is pleasant, courteous, and professional when dealing with internal and external customers or clients
- Dependable and reliable: displays responsible behaviors at work
- Initiative: demonstrates a willingness to work and seeks out new work challenges
- Integrity: treats others with honesty, fairness, and respect
- Planning and organizing: plans and prioritizes work to manage time effectively and accomplish assigned tasks
- Proficient in English
- Team player: works effectively with others
- Technology: demonstrates strong computer/typing skills in Microsoft Office, email programs, and internet browsers
- Telephone skills, including a pleasant phone voice and etiquette
- Verbal communication: maintains open lines of communication with others

A Southern Land Title Agency, LLC is an equal opportunity employer and a member of the Better Business Bureau of NC.

Please email your resume, references, and salary request to dottie@aslandtitle.com

No phone calls please.