

**Arlington – Front Desk Assistant:**

We are looking for a Front Desk Assistant for our Arlington, TX office. The assistant will greet and direct customers as they enter the office, operate the telephone system and assist escrow team with a variety of tasks.

**Responsibilities include but are not limited to:**

- Give every person who enters our office a warm welcome at the front desk and communicate information or directions.
- Take incoming phone calls and respond to emails to ensure the appropriate people receive all pertinent information.
- Receive, sort and route mail.
- Assist escrow and sales team with gathering, checking and preparing documents.
- Deposit checks as they are received.
- Provide administrative support to other team members with data entry, paperwork, photocopying, etc. when needed.
- Other duties assigned by branch manager.

**Who you are:**

You work well with others and provide excellent customer service. You are comfortable taking phone calls and mitigating stressful situations. You are a team player and willing to assist the escrow team however they need your assistance.

**Qualifications:**

- High school diploma or equivalent.
- 1 year of experience as a receptionist, administrative assistant or similar position preferred.
- Exemplary organizational skills.
- Good computer skills including proficiency with closing software and Microsoft Word.
- Desire to work in the title industry.