

Front Desk Assistant - Corporate:

We are looking for a Front Desk Assistant for our North Dallas Corporate office. The Front Desk Assistant will greet and direct customers as they enter the office, operate the telephone system and assist the Corporate accounting department 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.
- Deposit checks as they are received.
- Provide administrative support to other team members with data entry, paperwork, photocopying, etc. when needed.
- Process escrow bank reconciliations (some training will be provided).
- Process outgoing wires.

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 accounting 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.
- Previous banking experience preferred.