Job Position: Administrative Specialist

Location: Virginia, MN

Position Hours: Monday – Friday; 8:30 AM – 4:30 PM

Position Status: Part to Full Time, Hourly

Responsibilities:
- Answer phones and greet customers and clients for Northeast Title Company. Administrative duties including but not limited to the following:
  - Open files / detailed data entry.
  - Open, sort and distribute incoming mail,
  - Prepare outgoing mail with postage.
  - Make coffee as needed for closings/clients/etc.
  - Mail and bank runs / deliveries and errands as needed.
  - Send Final Policies out with original documents.
  - Clean and sanitize closing rooms after each appt.
  - Order and stock Supplies
  - Cleaning/light dusting in common areas and dishes as needed.
  - Copy/Scan Abstracts and documents as needed.
  - Back up assisting in other office locations as needed.

**ALL EMPLOYEES ARE EXPECTED TO HELP IN ALL AREAS AS NEEDED.**

The ideal candidate would have:
- Some knowledge and understanding of Microsoft applications (Word, Excel, Outlook, etc.)
- Professional and clear phone and email etiquette
- Problem solving skills and able to work independently
- Good attention to detail
- Ability to work in a fast-paced environment

There is room for growth within the company and this position should be filled by someone who has an interest to learn more and advance! Many future opportunities for great incentives including Paid Vacation, Health Insurance, 401k and profit incentives!