



# Administrative Assistant

**Position Type:** Full-Time

**Location:** Prescott, AZ

## Description:

This position provides general front office assistance to the department. It is a great place to start learning about title and escrow services with the opportunity to grow within the company. Successful candidates are friendly, dependable, cooperative, diligent, detailed, and disciplined.

Typical duties of the position may include:

- Answer incoming phone calls and greet customers upon their arrival to the office. Provide updates and answer inquiries from sellers, buyers, agents, and lenders.
- Maintain office calendar, including customer scheduling.
- Procurement and stocking of supplies, and ensuring general office upkeep.
- Receiving, distributing, and replying to emails and faxes as needed.
- Communicating with multiple offices regarding issues with phones, printers, copiers, etc. Contacting vendors and communicate concerns.
- Daily banking, weekly invoicing and monthly reconciliations.
- Using typical office equipment such as copiers, scanners, and fax machines.

The Administrative Assistant may be assigned additional tasks in support of the department's goals.

## Skills and Abilities:

- Working knowledge and ability to manage multiple phone lines
- Strong oral and written communication skills
- High level of organizational skills and attention to detail
- Basic computer skills with working knowledge of the Microsoft Office suite

## Salary:

Competitive and commensurate with education and/or experience. Benefit package includes 401(k) Matching, Medical, Dental, Vision, and more.

## Application Process:

Please submit a cover letter and detailed resume to [personnel@ptaaz.com](mailto:personnel@ptaaz.com). Please include "YTA Main Admin Assist" in the subject line.

Yavapai Title Agency provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, and any other characteristic protected by law.



**WHAT WE DO:** Yavapai Title Agency provides insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through our 8 branches throughout Yavapai county.

**WHO WE ARE:** Since 1963, Yavapai Title Agency has been Yavapai County's hometown title agency and real estate resource. Yavapai Title Agency remains the only locally owned and operated title company in the county.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the community we serve.



[www.yavapaititle.com](http://www.yavapaititle.com)