



Team Relations Assistant

Position Type: Full-Time; In-Person

Location: Phoenix, AZ—1550 E Missouri Ave.

Description:

This position provides support to the Team Relations department. The team is responsible for connecting and supporting team members across the state to ensure needs and expectations are being met. The assistant will support recruitment, hiring, onboarding, record keeping, performance evaluation processes, and the coordination of events. Successful candidates are patient, attentive, discreet, helpful, sincere, participative, dependable, dutiful, and focused.

Typical duties of the position may include:

- Review resumes received for all statewide offices with an open position and actively search for candidates with relevant experience for upper level positions
- Send applications to candidates whom managers want to learn more about and provide an analysis of the applicant to the manager for consideration
- Communicate with all applicants about their application status, through telephone and email correspondence
- Assist new team members through their first day and introduce company policies, procedures and systems
- Maintain performance evaluation reminders for all managers and supervisors
- Provide coverage and support to the Main office front desk
- Plan and organize company events ranging from 25 to 1,500 attendees

The Team Relations Assistant will be assigned additional tasks in support of the team's goals.

Skills and Abilities:

- Ability to quickly adapt to new or changing requirements and handle multiple tasks simultaneously and repetitively
- Possess organizational skills and attention to detail
- Ability to maintain privacy and confidentiality of company and personnel information
- Manages time effectively by planning and prioritizing tasks in alignment with team goals
- Ability to comprehend complex writing and use high level English to clearly communicate in written form
- Basic knowledge and understanding of computer technology and its peripherals
- Ability to type 50+ WPM

Requirements:

- Minimum Bachelor's degree in business, communication, human relations, psychology, education, or related fields
- Ability to travel locally and across the state

Salary:

Competitive and commensurate with experience, plus a robust benefits package.

Application Process:

Please submit a cover letter and detailed resume to personnel@ptaaz.com. Please include "Team Relations" in the subject line.



WHAT WE DO: Pioneer and Yavapai Title Agencies provides title insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through over 80 branches across Arizona.

WHO WE ARE: Although these two companies have different histories, they both passionately believe in the growth of their employees and the causes that are important to them.

They are both a locally owned business that cares deeply about Arizona and the communities we serve.

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We are committed to serving our customers.

We are committed to serving our local communities."

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