

Description

Job Summary:

The Order Entry Associate is responsible for entering title and escrow orders into the Parks Title and Escrow System. The position reviews order files for accuracy and completeness as the order is processed. The Order Entry Associate acts as liaison between the Title Processing and the local office responsible for following up to ensure timely resolution to any order related issues.

Job Roles:

- The focus of this job is producing high quality, detailed work based on established standards, guidelines and procedures. Precise, consistent work output is essential, requiring patience and a willingness to handle and complete one task at a time.
- Consistent, error free work based on defined regulations and standards are key measures of job performance success.
- Obtain title order files and enter into Parks system
- Reviews file for accuracy
- Learn and follow standard naming conventions per the Parks Standards
- Work with local office personnel to ensure timely resolution to any order related issues
- Navigate multiple websites in order to research missing data
- Performs own work and provides assistance to others when needed

Qualifications

Role Specific Knowledge:

- Proficient in Data Entry/Typing of 50 WPH
- Strong organizational skills
- Accuracy and thoroughness are essential
- Good written communication skills
- Ability to work in a fast pace, energetic environment with strict deadlines maintaining proper production levels and delivery standards on a daily basis
- Strong customer service orientation and focus
- Ramquest knowledge preferred

Education, Licensure, and Experience:

- Completion of a high school diploma
- 0 to 1 year of data entry experience