



## **Order Entry Associate Job Description**

Eastex Title Company, Inc. is looking for a dedicated, well rounded individual with exceptional attention to detail, an extreme care for clients and providing a high level of service while also being a team player and assisting in areas that are in need.

The order entry associate is responsible for entering title and escrow orders into Eastex Title Company's Title and Escrow System. The position reviews Earnest Money Contracts and open order requests for accuracy and completeness. The order entry associate acts as a liaison between Eastex Title Company and outside Title Companies and is responsible for following up to ensure a timely resolution to any order related issues. The Order Entry Associate also performs duties as a receptionist.

### ***Order Entry Associate Duties and responsibilities***

- Interprets contracts and inputs relevant data into our proprietary database system.
- Utilizes our database system to track and process centralized escrow requests in a timely and accurate manner
- Orders and distributes documents / letters to all necessary parties.
- Scans documents into internal system, if applicable.
- Navigate multiple websites in order to research missing data.
- Reviews new file for accuracy.
- Orders tax certificates from San Jacinto County tax assessor and outside County tax assessors. To include Utility Districts.
- Communicates effectively via telephone, email, and in person fees and procedures associated with a Title Insurance Transaction.
- Assists Other Title Companies (OTC) with obtaining copies of documents needed to meet the requirements of the Title Commitment.
- Requests Property Owners Association dues and subordination agreements.
- Files GF folders weekly numerically in file room.
- Receipts earnest money and payments of premium from realtors and other title companies.
- Runs daily errands to the bank, County Clerk's Office, Tax Office, District Clerk's Office, Fed Ex Drop box, and post office. Additional locations as needed.
- Performs duties as Receptionist i.e.: answering phones, greeting customers, making copies, faxing documents, and additional duties as needed.

## ***Order Entry Knowledge and Required Skills***

- Excellent communication skills and writing ability
- Knowledge in computers and Microsoft operating systems
- High precision and accuracy in work
- Enthusiasm to and for customers.
- Must be punctual and have good attendance habits
- Self-starter, doesn't need to be micromanaged
- Flexible with responsibilities
- Detail-oriented
- High School Diploma or equivalent
- Prior experience with Ramquest preferred but not required

## ***Working Conditions***

- Office environment with the majority of work performed on a personal computer in a seated position.
- Must be willing to submit a background check (criminal and financial) and a drug screen.
- Must have access to reliable transportation.

## ***Physical Demands***

- Must be able to lift and carry up to 20 pounds in order to lift supplies and materials from time to time
- Must be able to type a minimum of 45 wpm (words per minute).
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits employee to communicate effectively.
- Ability to sit for prolonged periods of time with or without reasonable accommodation.
- Must be able to climb a flight of stairs without assistance daily.
- Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits employee to conduct analysis and investigations.
- Sufficient manual dexterity with or without reasonable accommodation, which permit the employee to perform routine office duties.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodations to perform office duties and travel when necessary to off-site locations.

*Any questions regarding this job description for an Order Entry Associate may be addressed to:*

***Eastex Title Company, Inc.  
Attn: Patrick Clark  
241 State Hwy 150  
Coldspring, Texas 77331***

*Or by email at: [pclark@eastextitle.com](mailto:pclark@eastextitle.com)*

***NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.***

Eastex Title Company, Inc. is an Equal Opportunity Employer and will consider all applications without regard to race, marital status, sex, age, ethnicity, religion, national origin, veteran status, disability or any other characteristic protected by law. Candidates must have authorization to work in the U.S. Clients will not sponsor visas.