

Title Check LLC

Job Description

Title Check, LLC is a specialized title services company located near downtown Kalamazoo. We assist county treasurers throughout the state of Michigan with a variety of their responsibilities relating to delinquent real property taxes and tax foreclosure.

Position Title: Data Entry Clerk

Position Summary: This is an entry level position. The primary duties are to accurately enter real estate title search information from paper records into a computerized database plus other clerical duties as required.

Job responsibilities:

- Data entry of paper files produced by our title searchers
- Document scanning and digital image filing
- Front desk duties such as answering incoming telephone calls and greeting visitors and/or accepting deliveries to the building
- Sorting of returned mail
- Assisting with outgoing mail production and processing
- Other related duties as required

Education and Skills:

- High School Diploma or GED required
- Experience as data entry clerk preferred
- Demonstrated customer service skills
- Great attention to detail
- Fast typing skills strongly preferred
- Knowledge of Microsoft Office programs such as Word, Excel, etc.
- Working knowledge of office equipment
- Basic understanding of databases

Hours: Full time (35 – 40 hours per week), Monday – Friday, with flexible daily hours as dictated by the needs of the company and arranged with supervisor.

Compensation: Starting Hourly Wage: \$12.50 – 13.50 per hour (based on experience) plus a comprehensive fringe benefits package including paid holidays, PTO, health insurance, dental and vision insurances, life insurance, and a 401k retirement plan.