



## External JOB POSTING

GENERAL INFORMATION	
<b>Job Title:</b>	<b>Assistant Exchange Coordinator (Part Time 25hrs/wk)</b>
<b>Location:</b>	<b>City Place I - 37th Floor, 185 Asylum Street, Hartford, CT 06103</b>
<b>Department:</b>	<b>Exchange Solutions</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Posting Date:</b>	<b>12/6/2019</b>
<b>Relocation Available:</b>	<b>No</b>
POSITION SUMMARY	
To accurately and quickly prepare and scan policy and policy related materials into the optical system and all other company records that require imaging.	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<b>1.</b>	Assist the Exchange Coordinator with opening and maintaining exchange files, including organizing returned documents, tracking and informing clients of upcoming deadlines, and sending out various correspondences to clients and attorneys.
<b>2.</b>	Prepare documentation for exchanges.
<b>3.</b>	Coordinate sending documentation, depositing funds, and wires to attorneys for real estate purchases.
<b>4.</b>	Close out files when they are complete and assure that they are properly archived.
<b>5.</b>	Initial point of contact for all incoming phone calls; respond to basic inquiries from attorneys and clients; escalate more complicated inquiries to the Exchange Coordinator or staff attorneys.
<b>6.</b>	Maintain all spreadsheets, including list of files originated and customer mailing lists. Create new spreadsheets as needed.
<b>7.</b>	Assist with ongoing company projects.
<b>8.</b>	Maintain document preparation software, including creating new templates.
<b>9.</b>	Compliance and adherence at all times with the organization's Code of Ethics and Conduct as well as all of our company policies.
<b>10.</b>	Other duties as assigned.
QUALIFICATION REQUIREMENTS	
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
<b>1.</b>	Must be accurate, detail-oriented, organized and thorough.
<b>2.</b>	Must have excellent interpersonal and professional communication skills.
<b>3.</b>	Ability to handle pressure and juggle competing priorities.
<b>4.</b>	Ability to work with minimal supervision.
<b>5.</b>	Enjoy working as part of a team.

<b>6.</b>	Be committed to providing extraordinary customer service.
<b>7.</b>	Proficiency with Microsoft Excel.
<b>8.</b>	Organizational and time management skills.

### **EDUCATION / TRAINING / OTHER RELEVANT EXPERIENCE**

<b>1.</b>	3-5 years' experience in an administrative role with bookkeeping experience preferred.
<b>2.</b>	3-5 years' experience as a paralegal with experience in real estate or tax law preferred.
<b>3.</b>	Proficient with Microsoft Office software, especially Microsoft Excel.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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