



Title Specialist

Greenlight Titles

Greenlight Titles works in all 50 states, helping auto dealerships, corporate fleets, and finance companies process title transfers and registrations for all types of vehicles. The firm has been in business for 14 years and is owner-operated. We are looking for an employee to assist our customers and help build the business. This is an entry-level position with potential for growth for the right person.

Job Requirements

- Learn title and registration process at the Departments of Motor Vehicles
- Provide quotes for DMV fees and sales tax to customers
- Write cover letters and complete title applications
- Communicate with customers by phone and email
- Enter data on web database and PDF forms
- Organize and ship documents
- Track status of title applications at the various DMVs

Candidate Qualifications

- 6 months administrative or customer service experience
- Highly organized and detail-oriented
- Excellent written and oral communications skills
- Excellent proofreading skills
- Strong problem solving and analytical skills
- Ability to learn fast and work independently
- Proficient in Word, Excel, Adobe Acrobat, search engines, email programs
- Experience with Salesforce.com or other web databases a plus
- Interest in working in a busy, small business environment
- Oregon driver's license required
- Must be able to pass background checks

Pay and Hours

- Hourly Rate: \$12.00/hour
- 30-40 hours a week between 8:00 am and 4:00 pm

Full-Time Employee Benefits

- 15 Days Paid Time Off
- 8 Paid Holidays
- Health Reimbursement Account
- Job Performance Incentives

How to Apply

- Email resume and cover letter to contactus@greenlighttitles.com
- For more information about Greenlight Titles, go to: <http://www.greenlighttitles.com/>