

# MODERN

abstract and title

## **OFFICE ASSISTANT / RUNNER**

### **JOB SUMMARY**

This job's most frequent role involves running errands. Abstract runners travel to retrieve and/or deliver legal instruments from our office to the courthouse, clerk, banks or other branch locations. They perform clerical tasks such as making copies of documents, mailings, retention, distributing mail among other staff, chain verifications, abstract binding, mailing letters and answering the phone.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Must have a current state issued driver's license and have a clean driving record.
- Obey traffic laws and follow established traffic and transportation procedures.
- Vehicle must always be insured.
- Must be able to read maps and follow written Digital & verbal geographic directions.
- Must be familiar with basic office and mailroom equipment, copy machine, postage, etc.
- Must be flexible and willing to assist with various clerical functions including providing backup receptionist relief.
- Must be well organized and detail oriented.
- Must be able to manage time, the importance thereof and meet deadlines.
- Ability to prioritize deliveries and work under pressure.
- Highly organized with the ability to multi task, learn fast, and work in a team environment
- Must to be able to communicate effectively with team.
- Strong listening and problem-solving skills.
- Detail oriented people person Must possess computer skills.

### **ROLE SPECIFIC KNOWLEDGE:**

- Strong verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Perform other duties as assigned by supervisor.
- Ability to work overtime as requested and approved by supervisor.
- Ability to prioritize and handle multiple projects.
- Strong attention to detail and organizational skills.
- Proficient in Microsoft Office Suite and Outlook.
- Ability to perform under pressure and be flexible with disruptions throughout the workday.
- Repetitive and continual typing motion is required.

### **MINIMUM PHYSICAL REQUIREMENTS:**

- Lifting and carrying materials weighing up to 40 pounds, kneeling and bending
- Must be able to safely operate a motor vehicle to perform tasks related to job duties.

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## **BENEFITS:**

- Medical, Vision and Dental Insurance
- Voluntary term life
- 401-K
- Paid sick days and vacation days
- Paid holidays
- Mileage paid at standard IRS rate

## **EQUAL EMPLOYMENT AND NONDISCRIMINATION**

At Modern, our commitment to diversity and inclusion is helping us to create not only a great place to work, but also an environment where our employees, our customers and our communities can reach their goals and connect with each other. Modern takes affirmative action to ensure that applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, disability, history of disability, veteran status, nationality, or sex/gender. Some state or local laws also specifically prohibit discrimination based on additional classifications, which may include ancestry, citizenship status, political affiliation, gender identity, sexual orientation, marital status and/or parental status.