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**Department:**Default Services

**Location:** Rochester, NY

**Reports to:**Partner(s), Team Lead

**Full time:** Monday – Friday, 9am-5pm (35 hour works week. All employees receive 1 hour for lunch)

**Company Overview**

It is an exciting time to be at Woods Oviatt Gilman. Through our continued growth, we work very hard to maintain an environment that is fun and a place to feel proud of while out in the community. The firm recognizes the importance of work/life balance and many programs are in place to support that philosophy

**Full time employees are eligible for the following benefits**

* 15 days of PTO (accrued) along with 10 company paid holidays
* Health, Dental and Life Insurance
* 401k with a company match after 1 year of employment
* Health and wellness reimbursement (up to $250 per year)
* Verizon and Dell discounts and membership savings
* Access to a free onsite fitness center
* Jean day every day!
* Healthy vending machine options
* Lunch and learns including, but not limited to: mindfulness, well-being, financial wellness, leadership training
* Discounted downtown parking with your own reserved parking space

**Duties and Responsibilities**

* Draft miscellaneous documents needed throughout the foreclosure process
* Run searches per client instructions
* Assist with sending documents for filing/recording and notating client systems
* Work closely with attorneys and team members to maintain structured and comprehensive case files
* Prioritize and organize work effectively to meet strict deadlines
* Read and interpret court, client attorney, trustee and debtor emails
* Work closely with other employees in a team-familiarized manner
* Offer help to teammates if your caseload is light
* Maintain superior relations with clients and a professional attitude

**Core Competencies**

* Dependability, attention to detail, good spelling, ability to meet deadlines in a fast paced environment
* Excellent verbal and written communication skills
* Ability to produce a professional work-product with minimal errors, ability to work independently, with little or no direction, to multi-task, prioritize and problem-solve, strong positive interpersonal skills
* Ability to work in a team environment and possess good time management skills

**Preferred Qualifications**

* Associates or Bachelor's degree preferred
* At least 1 year of customer service, administrative or data entry experience
* Previous experience working in a high volume environment
* Strong communication, interpersonal and organizational skills

**\*\*\*All post offer candidates must complete and pass a background check and drug screen. \*\*\***

**How to apply**

Please go to our career page to complete an online application:

<https://hr.woodsoviattgilman.com/careers/career-center>

**You may also reach out to our Talent Acquisition Specialist, Derek VanOrman at,** **dvanorman@woodsoviatt.com****, for further consideration.**