

JOB TITLE: Marketing & Administrative Intern

EMPLOYER: Birchway Title Agency, LLC

REPORTS TO: President

JOB TYPE: Flexible up to 35/hours week

LOCATION: Primarily in office

SUMMARY: The Marketing and Administrative Intern will provide support in both administrative and marketing duties. The ideal candidate will be comfortable navigating MS Office Suites, other computer software and online applications.

ADMINISTRATIVE DUTIES:

- Provide phone support and customer service during normal hours of operation
- Assist in planning, organizing and attending events and customer meetings
- Provide inventory management for office supplies
- Assist with running operations reports to help with quality control and timely production
- Assist in receiving, scanning and review of recorded documents
- Assist in the post-close process for closed orders

MARKETING DUTIES:

- Assist with managing marketing campaigns to promote Birchway Title Agency achievements such as the woman owned business certification
- Review, revise and finalize Birchway's customer email list
- Assist with designing an email campaign
- Assist with creating a reporting system for tracking campaign metrics
- Assist with completing a company brand standard's manual that warehouses design standards for all marketing and brand materials

QUALIFICATIONS:

- No specific training needed, detail-orientation, initiative, and practical administrative skills are a plus
- Proven interpersonal skills, multi-tasking and good communicator both verbally and written
- Customers service experience is a plus
- Computer skills required: Microsoft Office Suite

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to sit
- Frequently required to utilize hand and finger dexterity
- Continually required to talk or hear
- While performing the duties of this job, the noise level in the work environment is usually moderate

COMPENSATION:

The hourly rate for this role paid as an independent contractor and depending on the applicant's experience. Up to 35 hours/week during standard business hours of 9 am to 5 pm Monday through Friday, excluding bank holidays or other days the office is closed.

ABOUT US:

Birchway Title Agency, LLC is a professional, technology-based title agency providing superior customer service with the capability to close real estate transactions throughout the United States.

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

For more information or to submit a resume please send your inquiries to info@birchwaytitle.com attention Human Resources.