

As the Australian branch of Stewart Title Limited, one of the largest title insurers in the world, we provide residential and commercial title insurance, while offering comprehensive service, deep expertise and solutions to help our customers close their real estate transactions with peace of mind.

**Job Description:**

An **Administrative Associate** with our **Legal Department in Sydney** is responsible for providing day to day administrative support to the Legal department Associates.

**Responsibilities include:**

- Answer telephones and respond to Customer enquiries
- Processing Title Insurance Orders including:
  - Data entry
  - Preparing confirmation packages and distributing via email
  - Scanning and saving documents
  - Preparing final documents for distribution
- Constant liaison with customers to follow up on outstanding information, payment of policies and settlement dates
- Providing support to clients by responding to enquiries and updating order information
- Weekly and Monthly order reporting
- Processing of incoming and outgoing mail
- Maintaining office supplies
- Drafting meeting minutes as requested.
- Training will be provided.

**Qualifications:**

- A strong driven character with a will to succeed.
- Ability to work independently and as part of a team
- Possess strong organizational and scheduling skills
- Excellent communication and interpersonal skills
- Excellent problem-solving capabilities
- Have a working knowledge of Microsoft Word, Excel and Outlook
- Excellent customer service skills.
- Ability to multi-task and meet tight deadlines.
- Attention to detail.

We are recruiting for a full time associate and hours are 8:30am – 5:00pm, Monday – Friday (option for working Western Australia business hours)

To pursue this opportunity please forward your cover letter and resume to the HR Department via email ([INTLresumes@stewart.com](mailto:INTLresumes@stewart.com)). Please make sure you include the position you are applying for and salary expectations in the cover letter.

**Privacy:**

Your privacy is important to us. We consider and define Personal Information as any data relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a photo, an email address, bank details or posts on social media. We only collect, store, use and disclose Personal Information from prospective and current employees for legitimate employment, legal, and business purposes. You can learn more about how we handle and process your personal information in relation to our recruitment process by making a request to our Human Resources department.

*Thank you to all applicants for your interest. Please note, only those that are under consideration will be contacted.*

Posted: 03/2021