

Receptionist/Admin Support

Pacific Residential Mortgage – McMinnville, OR

Position: Receptionist/Admin Support

Location: McMinnville, OR

Job Summary:

Locally owned and operated, Pacific Residential Mortgage is looking for an exceptional Receptionist /Admin Support person for our McMinnville office.

The ideal candidate is smart, tenacious, confident, flexible, hard-working & professional; an excellent communicator & very detail oriented.

The Receptionist/Admin Support is responsible for answering phone calls and, in a courteous, businesslike manner, directing calls to the appropriate individual. The Receptionist/Admin Support will also be expected to direct incoming customers, business associates or vendors to the proper person and perform various administrative and secretarial support functions for the office.

Key Responsibilities:

- Deliver excellent customer service, at all times
- Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail
- Forward calls to the appropriate party
- Greet all visitors and notify associates when visitors have arrived
- Provide prompt and accurate follow through on all customer inquiries, requests and complaints
- Provide administrative support to staff
- Assist in managing marketing materials

Qualifications:

- High school diploma or GED
- One plus years related experience
- Refined collaboration skills to work effectively with individuals and groups across the company to manage internal and external customer relationships
- Demonstrated ability to connect with a diverse audience with varying financial and social demographics
- Proficiencies in Microsoft Outlook, Word, Excel and PowerPoint

About Pacific Residential Mortgage, LLC

PRM's goal is to be the region's premier mortgage banker by combining solid business principles with a client focus. This commitment has never changed and today PRM is recognized as a top-tier provider of home loans throughout the Pacific Northwest.

PRM's success can also be attributed to our outstanding Mortgage Bankers and skilled staff of Branch and Mortgage Banking operations individuals. Many members of our team have been with us from the very start. Others joined our "family" after realizing that PRM is exactly what they want in a professional environment. It is no surprise that our Mortgage Bankers average nearly 20 years of lending experience. Looking forward, PRM's growth will continue to be grounded on maintaining the continuity of our family and this will be done by selectively adding new members in a manner that creates a win-win situation for our clients and PRM as a whole. PRM has been rated by our employees again as "Oregon Business 100 Best Companies to work for in Oregon in 2016".

Resumes need to be dropped off at 2290 SW 2nd Street, Suite E, McMinnville, Oregon or emailed to Anna.Wilson@pacresmortgage.com

NMLS-1477 / WA CL-1477 Equal Housing Opportunity
www.nmlsconsumeraccess.org

We are an Equal Opportunity Employer. We offer a competitive compensation and benefit package.

Notice to Headhunters/Staffing Agencies:

Please do not submit resumes for this posting. Resumes submitted will be considered unsolicited and will be added to our resume database. In addition, Pacific Residential Mortgage, LLC will not be obligated to pay a referral fee.