



WHEATLAND
TITLE COMPANY
FAMILY OF COMPANIES

Order Entry/General Office Job Description

Position: Order Entry/General Office

Job Type: Full-time / In office

Reports To: Department Manager

Hours: Monday – Friday, 8:00 AM to 4:30 PM

Location: Livingston County Abstract, Pontiac, IL

Salary Expectations: \$35,000.00 – \$41,600.00 / Depending on experience

For over 40 years, Wheatland Title has been providing title insurance and related services throughout all 102 counties in the State of Illinois. As a full-service title insurance company, we provide our clients with a wide range of title-related services, including land records research, escrow services and recording services. The Wheatland Family of Companies include American Title Company, Crites Title Company, Livingston County Abstract, and Standard Title Company.

Why Join Us? Because We Care!

We offer competitive compensation packages and opportunities for career growth within our organization. We take great pride in the professional development of our employees by offering training and educational opportunities to support individual success and give a strong platform for professional growth. We support and promote our employees' involvement in industry trade organizations, local chamber of commerce, and with our local communities. If you are a dedicated professional with a passion for real estate and title examination, we would love to hear from you. We are passionate about our work, and we are passionate about empowering our people to reach their full potential.

Position Summary:

Our Livingston County Abstract Office is seeking a dependable, detail-oriented, and professional individual to join our Order Entry team and provide operational support to various departments within the company. In this role, you will ensure that title orders are accurately entered into our title software and manage an order email mailbox. The role will also include various tasks to support the closing, recording and post-closing departments. The ideal candidate is organized, confident, collaborative, attentive to detail, and provides excellent customer service.

Key Responsibilities:

- Accurately enter new title orders into the title production software, ensuring all data fields and contact information are complete and correct.

- Review incoming orders for completeness and follow up on missing or unclear information prior to order creation.
- Coordinate with title examiners/researchers to provide necessary order details and clarify requirements.
- Manage and monitor the Order Entry Outlook inbox, ensuring timely review and response to all incoming requests.
- Provides document management support
- Assists with daily deposits
- Establish and maintain relationships with customers
- Perform other duties assigned

Skills & Qualifications:

- High School Diploma
- Excellent communication and customer service skills.
- Exceptional organizational skills with strong attention to detail.
- Ability to manage multiple tasks and prioritize effectively.
- Professionalism, maturity, and discretion especially when handling confidential information.
- Strong computer proficiency, including Windows, Outlook, Microsoft Word, and Excel.

Physical Requirements:

- Performing duties seated at computer station.
- Ability to move about office facilities.
- Minor lifting requirements such as files or copy paper boxes as needed.

Benefits:

- Health Insurance
- Dental Insurance
- Vision insurance
- Paid Time-off
- Life Insurance
- 401(k)
- HRA/FSA