



## Opening for a Full-time Client Communications Specialist

Gross Polowy, one of NY's Best & Brightest Companies, Best Places to Work, and Healthiest Employers in WNY is an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. Handle all hold/close/proceeds launched internally and or by client. Handle all property registrations. Assisting with pulling and handling all steps launched by client including processing service Transfers. Experience in a high-volume office is necessary.

Ideal candidates should have excellent and professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills, strong comprehension and problem-solving skills, high level of proven confidentiality and be self-motivated.

### **Benefits**

Health Insurance with Health Reimbursement Account  
Paid Time Off  
401(k) Match  
Dental Insurance  
Vision Insurance  
Accident Coverage  
Specified Disease Coverage  
Flexible Spending Account  
Disability Insurance

Hybrid Schedule  
Employee Assistance Program  
Referral Program  
Free Parking  
Employee Discounts  
Paid Sick Time  
Professional Development Assistance  
Opportunities for Advancement  
Casual Dress

### **ESSENTIAL JOB DUTIES**

Handling all Hold/Close/ Proceeds  
Property Registrations  
Processing Service Transfers  
Running/ Reviewing Pacer  
Follow Up work items (Holds)  
Assist in the production of staff manuals and procedures.  
Assist with training of new employees.  
Assist with staff coverage in absence of other staff personnel.  
Monitoring Client systems steps and intercoms  
Check all systems for messages / intercoms twice daily  
Read/open all client system messages or tasks sent within 24 hours of generating  
Additional duties as assigned and/or as business needs dictate

**Pay** \$18.00 - \$20.00/hour

Base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits). Hybrid schedule offered once training complete. Details of participation in these benefit plans will be provided if a candidate receives an offer of employment.