



Customer Service Representative

Position Type: Full-Time, In-Person

Location: Prescott, AZ

Description:

The Customer Service Representative provides graphic design support to our in-house customer service department through creative and innovative graphics. Successful candidates are friendly, decisive, versatile, easy going, and have excellent customer service skills.

Typical duties of the position may include:

- Creating and editing digital and print content and templates such as; postcards, flyers, newsletters, and door hangers used by Realtors, Lenders, Builders, and Yavapai Team Members
- Creating, receiving, and sending files

The Customer Service Representative may be assigned additional tasks in support of the department's goals.

Skills and Abilities:

- **Adobe InDesign graphic design skills preferred**
- Intermediate/strong computer skills including MS Word, Excel, PowerPoint, and Outlook
- Ability to edit/upload media to social media
- Strong attention to detail
- Fluid oral and written communication skills with Managers, Team Lead, and team members regarding projects in process
- Ability to meet turn times by department management

Salary:

Competitive and commensurate with education and/or experience. Benefit package includes 401(k) Matching, Medical, Dental, Vision, and more.

Application Process:

Please submit a cover letter, detailed resume, and copy of recent typing test (if available) to personnel@ptaaz.com. Please include "YTA Customer Service Rep" in the subject line.



WHAT WE DO: Yavapai Title Agency provides title insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through our 8 branches throughout Yavapai county.

WHO WE ARE: Since 1963, Yavapai Title Agency has been Yavapai County's hometown title agency and real estate resource. Yavapai Title Agency remains the only locally owned and operated title company in the county.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the community we serve.

