

COMPANY DESCRIPTION

Shenehon Company is a highly respected and established real estate and business valuation company. We provide our clients with specialized knowledge necessary to solve their valuation problems. We prepare appraisals, analyses, and market studies of real estate, businesses, and intangible property. We also offer our clients consultation and litigation support.

JOB DESCRIPTION

Shenehon Company seeks a full-time (or possibly part-time), experienced word processor responsible for preparing, formatting, and editing appraisal reports and other documents for the office. Excellent keyboarding, grammar, and proofreading skills are required. This person must have prior related work experience and a proven track record of effectively meeting deadlines and producing professional, accurate work product. The candidate must have experience with heavy document production, be able to produce documents with speed and accuracy, have excellent software skills, and be professional with a strong work ethic.

QUALIFICATIONS AND EXPERIENCE

- Possess exceptional skills in Microsoft Word, Excel, and Adobe Acrobat and be motivated to develop and build upon those skills
- MOS: Microsoft Office Word 2016 Certification desired but not required
- Ability to type/word process accurately and at a speed of 60 words per minute
- Excellent grammar and proofreading skills
- Experience with software to create and format reports, letters, and tables as well as work with headers and footers
- Ability to import and scan charts and maps into Word documents
- Ability to download reports and documents
- Experience working in fast-paced, time-sensitive environment
- Ability to work independently with minimal supervision or as part of a team
- Ability to focus on details while keeping up with workflow
- Ensure all documents conform to company formats, styles, and standards
- Adhere to the highest level of professional standards and strict confidentiality in matters that require discretion
- Have a positive attitude and a strong work ethic
- Familiarity with real estate and business valuation desired but not required
- Have a college degree or equivalent experience