

## Employer Information

Organization Name Academy Mortgage Corporation

Website [academymortgage.com](http://academymortgage.com)

Corporate City Sandy

Corporate State UT

Profile Academy Mortgage is a world-class organization, providing extraordinary mortgage service. Through an unwavering commitment to smart lending, Academy protects each and every borrower in the short- & long-term. Above all, we deliver exceptional customer service. Our core philosophy is to help clients achieve successful homeownership through responsible lending. Thanks to extraordinary employees, Academy Mortgage is considered one of the nation's most respected lenders.

## Online Application Address

## Contact Information

First Name Leslie

Middle Initial

Last Name Graft

Title Director, Human Resources and Organizational Development

Department Human Resource

## Intro

Address Line 1 1220 East 7800 South

Address Line 2

City Sandy

State UT

Zip 84094

Phone 801-233-3700

Fax

Email [hrdocs@academymortgage.com](mailto:hrdocs@academymortgage.com)

Primary Contact No

Alum No

Allow Student Viewing Yes

#### Job Information

Job Title Administrative Assistant

Job Reference # (internal to your company)

No of Openings

Wage/Salary Dependent Upon Experience

Job Description - You MUST include position type (FT, PT, internship) in the description Academy Mortgage Corporation is seeking an Administrative Assistant to join our growing Purchase Clearing team at our Sandy, UT location. Role The Administrative Assistant will work under close supervision to provide confidential administrative support to management and staff, including word processing, telephone services, scheduling, and other services as requested. Maintain logs and files. Screens and distributes mail, and orders supplies and other requested materials. Assist visitors, directing inquiries to the appropriate individual for resolution. Receives and directs incoming phone calls, packages, and visitors to their appropriate destinations. Represents the company by maintaining a professional manner and appearance at all times. Provides back up and overflow assistance to other departmental staff or managers. Receive general to detailed instruction on all assignments. Major Duties and Responsibilities . Provides confidential administrative support to members of management and staff, including word processing, telephone services, scheduling, and other services as requested . Screens and distributes mail, and orders supplies and other requested materials . Folds payment letters, insurance endorsements, etc., and makes sure they are sealed, posted, and received by the delivery person . Posts mail as needed, using postage machines and postage codes . Maintains logs and files . Maintains daily appointment calendars . Provides back up and overflow assistance to other departmental staff or managers Academy Mortgage Corporation is an EEO Employer, who participates in E-Verify. Reference checks are a pre-requisite of employment. All offers are contingent on successful completion of a criminal background check and credit checks, as required by state regulation. All successful candidates must provide original documents that will establish their identity and eligibility to work in the United States as required by the Immigration Reform and Control Act.

Requirements - You MUST include majors in the requirements . 1-12 months' of similar or related experience . High school diploma or equivalent . Excellent organizational and editing skills . Typing at or above the 75th percentile in speed and 90th percentile in accuracy . Proficient with spreadsheets . Requires effective communication with customers and/or other employees using common telecommunications equipment and computer equipment . Must be able to read, examine, and organize

documents . May also require the ability to lift up to 25 pounds . Position will often be in a busy office environment. The ability to multitask and focus in this environment is essential

Application instructions and required materials Please submit resumes to jeff.orme@academymortgage.com by November 16th. When applying, please reference the job position you are interested in.

First Name Jeff

Middle Initial

Last Name Orme

Address Line 1 1220 East 7800 South

Address Line 2

City Sandy

State UT

Zip 84094

Phone 801-233-3700

Fax

Email jeff.orme@academymortgage.com

Job Location (City, State) Sandy, UT

Degrees

Post Date 11/14/2012 12:00:00 AM

Expiration Date 11/26/2012 12:00:00 AM

Show Contact Info No