

stewart title®

Stewart Title Guaranty Company is a leader in the Canadian title insurance industry and is headquartered in Toronto with offices located from coast-to-coast. Best known for its innovative technology systems that enhance the real estate closing process, Stewart Title helps lawyers increase efficiency and decrease costs by offering value-added title insurance products for residential and commercial properties.

At Stewart Title, our motto is *magnificent service by inspired professionals*. We offer a challenging and team-oriented environment, as well as a competitive salary and complete benefit package.

We are currently recruiting for a **Helpdesk Support – Level 1** associate to join our Software Support team in our Toronto office. This is a contract position and hours of work consist of a rotating shift between 8:30am-5:00pm, 10:30am-6:00pm or 11:30am-8:00pm. This position plays an integral role in our company's dedication to Customer Service excellence.

Responsibilities:

- Learning and keeping up-to-date on internal and external applications
- Taking incoming calls and resolving issues
- Keeping track of ongoing/major issues to report to manager
- Assisting with quality testing of various applications
- Other duties as required or assigned

Skills & Requirements:

- Very strong customer service skills, and enjoy providing support over the phone
- Ability to work under pressure
- Call Center experience an asset
- Some Real Estate Experience an asset
- PC skills and an understanding of the relationship between software and databases
- Proficient in MS Office products
- Eagerness to learn new applications and products

To pursue this opportunity please forward your cover letter and resume to the HR Department via email (INTLresumes@stewart.com) or alternatively via fax (416) 981-7214. Please make sure you include the position you are applying for and salary expectations in the cover letter.

Stewart Title is committed to accommodating persons with disabilities. If you require accommodation during any aspect of the application process, please let us know. We can be reached by:

- Email (INTLresumes@stewart.com)
- Telephone: (416) 307-3300 (please ask to speak to a Human Resources representative)
- Mail: 200 Bay Street, Suite #2600, Toronto, ON M5J 2J2
- Fax: (416) 981-7214

Privacy:

Your privacy is important to us. We consider and define Personal Information as any data relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a photo, an email address, bank details or posts on social media. We only collect, store, use and disclose Personal Information from prospective and current employees for legitimate employment, legal, and business purposes. You can learn more about how we handle and process your personal information in relation to our recruitment process by making a request to our Human Resources department.

Thank you to all applicants for your interest. Please note, only those that are under consideration will be contacted.