



Carleton is seeking new talent!

Carleton, Inc. is an industry leader in lending compliance solutions, and we're looking for more than Customer Service talent – our goal is to have the right person join a terrific team and become part of our 40-year-old company/family.

Does this describe you?

- *Works efficiently in a team environment*
- *Driven by creativity and problem solving*
- *Believe that you can make a difference through your contributions*
- *Interested in professional growth with a reputable company*

Production Assistant

- Full Time - 40 hours a week
- Proficient computer skills
 - Microsoft Office Skills including Outlook, Excel, and Word
 - Adobe Acrobat - a plus but not necessary
- Customer Service
 - Excellent written & oral communication skills
 - Assist clients with change requests and functional use issues
 - Recognizes sense of urgency
- Project Management
 - Managing client projects including project orientation, definition, scheduling, conducting client and partner update meetings, and being the person “on point” for interfacing with client.
 - Ability to manage multiple projects simultaneously, resolve problems and meet deadlines.
- High level of attention to detail
- Motivated, self-starter who can work independently and also work in a team-oriented environment.

Carleton is located at the Eddy Commons across from the University of Notre Dame. We are committed to attracting, developing and retaining top talent. **Apply today by sending your cover letter and resume to thardisty@carletoninc.com.**

<http://carletoninc.com>