

Delivery Specialist

Location: Treasure Valley, Idaho (Onsite/In-Person)

Department: Administration

Status: Non-Exempt, Full-Time

Reports to: VP of IT

About Us

At Venture Title & Escrow, we're a locally and team-owned company that puts people first. We're committed to providing a Simple, Predictable, and Personal experience for our clients while supporting the growth and success of our team. With a fully digital title plant and a reputation for excellence in commercial and residential transactions, we're proud to serve the Treasure Valley with integrity, innovation, and heart.

About the Role

As a Delivery Specialist, you'll play a key role in bringing the Venture experience beyond our office walls. You are often the face of Venture for customers and industry partners, responsible for the timely, accurate, and professional delivery of documents related to real estate transactions. This is an on-site position ideal for someone who values reliability, organization, and customer service.

What You'll Do

In this role, you will:

- Deliver documents with care and precision, completing pickups and deliveries according to established routes and schedules.
- Represent the Venture brand and VIBE in all customer and partner interactions.
- Optimize daily delivery routes to maximize efficiency and minimize delivery time and vehicle wear and tear.
- Maintain accurate delivery documentation and mileage logs for tracking and reimbursement.
- Perform routine vehicle inspections and report maintenance needs promptly.
- Provide Office Coordinator backup support as needed by greeting customers, offering refreshments, and maintaining lobby and closing room readiness.
- Support sales and marketing team events through setup and breakdown.
- Assist with additional projects across administration, title, and escrow departments.
- Proactively identify opportunities for process improvement.

What We're Looking For

Must-Haves:

- High school diploma or equivalent.
- Valid driver's license and reliable driving record.
- Strong organizational and time management skills.
- Ability to work independently with minimal supervision.

- Excellent interpersonal, verbal, and written communication skills.
- Proficiency with Microsoft Office (Outlook, Word, basic Excel).

Nice-to-Haves:

- Prior experience as a courier, delivery driver, or in a customer service role.
- Familiarity with office equipment such as copiers, scanners, and calculators.
- Experience in a professional services or real estate-related environment.

Physical Requirements:

- Ability to sit or drive for extended periods.
- Frequent use of hands for handling documents and materials.
- Occasional lifting or moving of items up to 25 pounds.
- Vision abilities, including close, peripheral, and color differentiation.

Why Join Venture Title & Escrow

- Locally & Team-Owned – Be part of a company that values people and long-term relationships.
- Meaningful Role – Your work directly supports smooth, successful real estate transactions.
- Supportive Culture – Join a collaborative, respectful team that values consistency and care.
- Community Impact – Work for a company invested in the Treasure Valley and the people who call it home.

Apply Today

If you're looking to make an impact with a respected, innovative, and community-focused company, we'd love to hear from you.