



POSITION: Customer Service Representative- Glen Burnie, MD

HOURS & DAYS: Office Hours: Monday, 9-5:00p.m., Tuesday, 9-7:00p.m., Wednesday, 9-5:00p.m., Thursday, 9-5:00p.m., Friday, 9-5:30p.m.

DUTIES: Provides a full range of customer services to clients. Performs a variety of cashiering functions including posting payments and bank deposits. Conducts loan interviews and enters required information into automated system. Provides customer services on assigned accounts; answers questions concerning accounts, loans, statements, etc. May perform additional functions depending on market demand and branch staffing in order to provide consistent quality customer service. Other functions include but are not limited to: collecting payments, completing and processing loan applications, contacting customers for late payments, cashiering, answering phones, photocopying, filing, etc.

**QUALIFICATIONS:**

Use of a computer, calculator, typewriter, telephone, facsimile machine, and photocopy machine. Communicate clearly and concisely, both orally and in writing. High school diploma or equivalent, some college preferred. Good attention to detail. Good PC skills. Good interpersonal skills.

Drug/Alcohol/Smoke-free workplace.

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Please submit resume for immediate consideration to: [careers@marinerfinance.com](mailto:careers@marinerfinance.com)