

## Posting Description

POSITION: MARINER FINANCE- Sales Finance Processor – Canton, MD

**HOURS & DAYS:** Office Hours: This full service Central Approval Office is open seven days a week. 10AM to 9PM Monday –Friday, 10AM-8PM Saturdays, 12 –5PM Sunday, This position may require working a non-traditional schedule as worked out with the Manager. Evenings, weekends and holiday hours may be included.

**DUTIES:** Has responsibility for processing incoming sales finance applications on a timely basis for review by underwriters. Proactively and accurately inputs sales finance credit applications received into application system. Notifies underwriters or Manager on duty of pending applications for review. Reviews pending applications on periodic basis to verify they have been underwritten and approved or denied. Contacts Sales Finance dealers with answers on credit applications. Answers incoming telephone calls and ensures that clients are given superior customer service. May perform additional functions depending on demand and center staffing in order to provide consistent quality customer service. This position may require working a non-traditional schedule as worked out with the Manager. Evenings, weekends and holiday hours may be included.

**QUALIFICATIONS:** Requires a high school diploma or equivalent. Minimum of two (2) years prior successful work experience in an office environment, utilizing a variety of office equipment and engaging in varied duties where time management and strong attentiveness to detail and accuracy are required. Excellent interpersonal skills, demonstrated through prior work experience, interview process and on-the-job training, to communicate effectively with customers. Work requires the ability to: process and/or prepare, manually operate all types of office equipment, including typewriter, calculator, facsimile, personal computer and photocopier, up to 100% of work time

Drug/Alcohol/Smoke-free workplace.

Equal Opportunity Employer Disclosure Statement:

Mariner Finance is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, marital status, age, religion, national origin, sexual orientation, disability, or status as a disabled or Vietnam era veteran.

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