

Job Title:	Business Lending Specialist	Job Category:	
Department/Group:	IOU Financial Inc.	Job Code/ Req#:	
Location:	Kennesaw, GA	Travel Required:	Never
Level/Salary Range:	Competitive	Position Type:	Full Time
HR Contact:	Misty Longieliere	Date posted:	
Will Train Applicant(s):	For industry knowledge	Posting Expires:	
Applications Accepted By:			
E-mail: mlongieliere@ioufinancial.com		Attention: Human Resources, Lending Specialist Position	
About IOU Financial:			
<p>IOU Financial, Business Lending Simplified, provides main street and e commerce small businesses the access to financing that help grow and build their businesses. We have built a robust automated loan platform that is simple, fast and an affordable loan option for small businesses. We focus on customer experience and being the best and most highly regarded financial solution in the country. We are a subsidiary of IOU Financial a publicly traded company in Canada.... To learn more visit: IOUFinancial.com</p>			
Job Description:			
<p>We are seeking strong professionals with expertise in loan processing. We need people with great communication skills who have used those skills to quickly and thoroughly process all types of commercial or consumer loans. You must have a proven track record in delivering outstanding customer service.</p>			
Responsibilities:			
<ul style="list-style-type: none"> • Performs customer verifications contacts by telephone, direct email, computer system access, or letter to check business and owner information. • Assists in the preparation of credit and business information necessary to establish credit limit, including such factors as applicant's company and personal information, 3rd party verifications, cash flow and tax return data based on predetermined standards. • Keeps record in file of customer interactions and transactions, records details of inquiries and comments, actions taken and follow up with customers. • Provides assistance inputting data to computer, recording information as required, answering telephones, photocopy, faxing, typing letters, etc. 			

- Able to multitask. Works with efficiency, can work well under pressure and in a fast paced environment.
- Assists departmental staff in efficiently and effectively processing the various activities involved in loan processing, customer service and performs **such additional duties as might be assigned from time to time.**
- Works with resellers, broker offices and with internal sales team to close loans to deliver outstanding customer service. Also may assist customers with technical or product support.

Qualifications:

- 3+ years of experience working in a professional environment. Experience working in a retail or financial environment and knowledge of financial services preferred.
- Thorough knowledge of lending processes and experience with financial institution products and service.
- Proficiency in Microsoft Word, Excel, PowerPoint.
- Must have excellent interpersonal communication skills and the ability to be cooperative and positive.
- Team oriented attitude with aspiration to meet team goals and expectations
- Can work well independently and as part of a team.
- Outstanding written and oral communication skills.
- Must like to have fun and be part of and help craft a great team culture and environment.
- A High School Diploma required and an Associate’s Degree preferred.

Nice to Haves:

- Experience handling various roles and tasks at a time.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Madeline Wade	Date/Time:	