

## BUSINESS LOAN SPECIALIST

### DETAILS

**Location:**

Kennesaw, GA

**Salary Range:**

Competitive

**Position Type:**

Full Time

**Travel Required:**

None

**Contact:**

Kristin Minchew, [kminchew@ioufinancial.com](mailto:kminchew@ioufinancial.com)

**Will Train Applicant:**

For Industry Knowledge

### JOB DESCRIPTION

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 loans. You must have a proven track record in delivering outstanding customer service.

### RESPONSIBILITIES

- 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 databased 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.
- 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 inside and outside sales team to deliver outstanding customer service assisting 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.

### PREFERRED QUALIFICATIONS

- Experience handling various roles and tasks at a time.

### ABOUT IOU FINANCIAL

*IOU Financial is a leading online lender specialized in helping small businesses with a healthy cash flow. Providing a unique approach to lending through an advanced, automated application and approval system, IOU Financial is able to accurately assesses applicants' financial realities. Small business loans are available of up to \$500,000 to qualified applicants in only 24-48 hours. Speed and transparency make IOU Financial a trusted alternative to banks. IOU Financial operations is based in metro Atlanta, Georgia with headquarters in Montreal, Canada and publicly traded (TSX-V: IOU). For more information, visit <https://IOUFinancial.com>.*

IF YOU ARE INTERESTED IN APPLYING, PLEASE EMAIL YOUR RESUME TO KRISTIN MINCHEW, ATTENTION:  
[BUSINESS LOAN SPECIALIST](#)