

Sales Assistant

DETAILS

Location:
Kennesaw, GA

Salary Range:
Hourly: \$12 - \$13.50

Position Type:
Full Time

Contact:
Joshue Zickefoose (JZ)
jz@ioufinancial.com

Travel Required:
None

Will Train Applicant:
Yes

JOB DESCRIPTION

The Sales Assistant acts as an extension of the sales team of Account Executives by assisting with marketing communications, data entry, and responding to client/partner requests.

RESPONSIBILITIES

- Works with assigned Account Executives who are high producing sales individuals to review and enter loan applications into IOU Financial proprietary platform.
- Provide clerical support functions.
- Works with internal and external partners in a professional manner assisting with problem solving and structuring loan requests.
- Works with Account Executives to expedite and present loan offers.
- Assists Account Executives to troubleshoot and resolve system and/or product issues and partner concerns.
- Develops and maintains in-depth knowledge of IOU Financial products and services.
- Position requires excellent organization/time management skills. Must have a positive attitude and be a team player.

QUALIFICATIONS

- Proficient in Microsoft Office suite
- Ability to build rapport with clients
- Excellent typing skills: 40 words per minute
- Ability to prioritize and multitask
- Positive and professional demeanor
- Excellent written and verbal communication skills
- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies

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 JZ WITH SUBJECT LINE:
SALES ASSISTANT