

## **ASSISTANT MANAGER**

As an assistant manager you will help train and develop other members of the team in all functions of the job. You will assist the branch manager with administrative tasks, and be responsible to run the office when the manager is away. You will help the branch succeed with helping to grow the branch through business development, loan closings, and selling of insurance.

We offer a competitive salary plus commissions, benefits including health, dental and vision coverage, as well as a 401K, paid time off and the opportunity for personal and professional growth.

Responsibilities:

- Learn the branch manager processes, and have the ability to run the office when the branch manager is away.
- Develop strong relationships with customers and dealers to help grow the business
- Train and support staff in the office in all functions of the job
- Collect delinquent accounts through calls and skip tracing, start the legal process, order repossessions
- Offer and sell insurance products at loan closings.
- Demonstrate strong customer service skills and problem solving

Applicants for this position should possess:

- An outgoing personality and competitive nature
- Previous experience in Consumer Finance Industry is required.
- Self-starter with an excellent work ethic and a sense of urgency
- Sales and strong interpersonal skills
- Bilingual English/Spanish language skills preferred
- Dependable transportation and valid driver's license
- Pass pre-employment screening and criminal background checks

The Equitable Finance Company is an Equal Opportunity employer.