

## JOB DESCRIPTION

### **Data Entry Administrator:**

We are looking for a Data Entry Clerk to type information into our database from paper documents. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail.

### **Document Review Specialist:**

The Verification Document role reviews accounts where verification was requested for various things (income verification, citizenship verification, etc.). The employee would need to review the documents on the account and, utilizing work instructions, make a determination for whether the documents submitted satisfy that request for verification. The position involves multi-tasking and a large amount of problem solving/analytical thinking.

### **Inside Sales:**

An inside sales rep will play a fundamental role in achieving our ambitious customer acquisition and revenue growth objectives. You must be comfortable making dozens of calls per day, working with channel partners, generating interest, qualifying prospects and closing sales.

### **Accounting Clerk:**

Accounting Clerk responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. You will also run accounting software programs (e.g. SAP) to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts

### **Customer Service – Call Center Environment**