



Job Profile: Office Coordinator

THE COMPANY

Maxim Commercial Capital, LLC (“Maxim”) is a growing specialty finance company headquartered in West Los Angeles, CA. Maxim is focused on providing senior and subordinated financing of up to \$2.5 million to small and lower middle-market businesses across many industries secured by equipment and real estate collateral. (www.maximcc.com)

JOB RESPONSIBILITIES

- Serve as main greeter for the front office, answer telephone, direct calls and take messages, playing the role of traffic controller.
- Compile, label, and file records for business transactions and other activities.
- Open, sort and route incoming mail, prepare correspondence, and prepare labels and postage outgoing mail.
- Manage office supply of office materials, supplies, and services including vendor.
- Help with office scheduling, coordination of special project, and serve as administrative support to executives.
- Maintain orderly office environment and filing system.
- Interface with customers, vendors, and service providers.

EXPERIENCE/SKILLS

Must Have:

- Excellent computer skills including Microsoft Office Suite.
- Ability to type a minimum of 40 WPM.
- Excellent communication skills, both written and oral.
- Excellent attention to detail and accuracy.
- Highly organized and ability to multi-task.
- Self-motivated and a team-player.
- Exhibit a high degree of professionalism and confidentiality in handling and having access to sensitive information.

Desired:

- Spanish speaker
- Minimum 3 years of experience in similar professional office environment.
- High School Diploma or equivalent required.
- Experience and proficiency with Google Apps and Salesforce.

Salary is negotiable depending on qualifications. Also room to grow within the company and in position, if desired.

To apply, submit cover letter and resume to: careers@maximcc.com