



Job Profile: **Senior Collection Specialist**

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)

THE POSITION

The Collection Specialist is a vital member to the Portfolio Management team. This person collects past due commercial accounts, helping to reduce delinquencies and losses in our transportation and equipment finance portfolios.

JOB RESPONSIBILITIES

- Communicate with borrowers to collect past due amounts and other information.
- Skip trace to find unresponsive debtors and missing collateral.
- Listen and communicate clearly. Reconcile accounts as needed. Follow-up.
- Assist in determining collection strategies, repossession decisions and recovery plans.
- Meet performance goals for deadlines and amounts collected.
- Contribute to improving team processes and capabilities. Help deploy new technologies.
- Learn about the commercial finance business. Gain new skills and help train others.

QUALIFICATIONS

Knowledge and Skills:

- An energetic, organized, and driven problem solver with a strong work ethic.
- Previous collection experience with proven record of success, particularly with subprime borrowers.
- Knowledge of collection law, bankruptcy law, and commercial lease and loan contract terms.
- Exceptional communication skills (verbal and written).
- Strong, persuasive negotiating skills.
- Effective time management skills.
- Proficient with Microsoft Word, Excel, and Google Applications.

Preferences:

- 5+ years’ experience in a successful collections role.
- College degree.
- Strong interpersonal skills for team leadership.
- Knowledge of UCC law, repossessions, work-outs and litigation process.
- Spanish speaking, a plus.

Salary is negotiable according to qualifications. To apply, submit cover letter and resume to: careers@maximcc.com