



Documentation and Funding 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 \$3.0 million to small and lower middle-market businesses across many industries secured by equipment and real estate collateral. (www.maximcc.com)

THE POSITION

The Documentation and Funding Coordinator is a vital member to the funding team within Maxim’s Transportation Owner-Operator Financing division. This team member supports the funding team in many capacities including front-end deal submissions, accurate and fast data entry, and provides customer service to borrowers, vendors and brokers.

JOB RESPONSIBILITIES

- Initiate the credit approval process by logging new deals into Salesforce CRM.
- Follow up with brokers and vendors to gather necessary information to submit the financing opportunity for credit approval.
- Receive and organize finance documents and related items to prepare for funding
- Contact clients, vendors, and other agents to complete pre-funding requirements.
- Provide customer service to maintain good standing relationships with customers, brokers, and vendors.

QUALIFICATIONS

Knowledge and Skills:

- Excellent attention to detail and accuracy.
- Highly self-motivated.
- Ability to type a minimum of 50 WPM.
- Excellent computer skills including Microsoft Word and Excel.
- Ability to use computer based CRM system (Salesforce, a plus).
- Excellent communication skills, both written and oral.
- Strong ability to follow instructions.
- Highly organized.
- Exhibit a high degree of professionalism in handling sensitive and confidential information.

Experience:

- Minimum 5 years work experience working in office-like environment.
- High School Diploma or equivalent required; Undergraduate degree is preferred but 2 years of college education is helpful.
- Salary is negotiable depending on qualifications.

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