



Title & Insurance Administrator

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. Maxim offers a professional and friendly office work environment. (www.maximcc.com)

THE POSITION

The Title & Insurance Administrator is a vital member of the Portfolio Management team who oversees the essential protection of Maxim's security interests in collateral, primarily commercial vehicles and equipment.

JOB RESPONSIBILITIES

- Provide stellar customer service to dealers, brokers and borrowers pertaining to titles and insurance
- Follow-up and answer questions from dealers, brokers, borrowers
- Process title changes upon the funding of new accounts and when collateral is returned or paid in full
- Push DMV offices to provide quick and accurate processing for our titles
- Monitor and follow-up with borrowers and insurance agents to provide timely insurance certificates
- Review insurance certificates for compliance with Maxim's requirements
- Assist in gathering information and documents to help process and evaluate insurance claims
- Minimize irregularities and delays in title transfers and insurance deficiencies
- Properly store and maintain paper titles and pdf copies in secure locations
- Accurately track the status and possession of accurate titles and insurance certificates
- Emphasize teamwork and help train Maxim staff
- Perform special projects as needed

QUALIFICATIONS

Knowledge and Skills:

- Energetic, self-motivated, friendly and fanatical about providing excellent customer service
- Excellent attention to detail, very accurate, and organized
- Excellent communication skills, including listening, writing and speaking
- Strong basic math/arithmetic skills
- Strong ability to follow instructions accurately
- Substantial knowledge of DMV title processes in various states, Class 8 and 6 truck knowledge preferred
- Excellent computer skills including Microsoft Word and Excel
- Ability to use computer based CRM system (Salesforce, a plus)
- Professional handling sensitive and confidential information

Experience:

- 5+ years of work experience, including 2+ years working in title processing
- High School Diploma or equivalent required; Undergraduate degree is preferred.
- Salary is negotiable depending on qualifications.

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