



Mariner Finance is currently seeking a Full-Time Assistant Branch Manager.

**JOB DUTIES:**

- Providing service to existing and prospective customers seeking loans.
- Developing and promoting additional business for the branch through community relations.
- Resolving policy related issues with exceptional timeliness and professional courtesy.
- Originating, reviewing, and approving loan applications.
- In Managers absence, coordinating functions and daily operational issues through communication with Regional Manager.
- Assessing approved loans for possible up-selling and denied loans for possible counteroffers
- Reviewing settled loans for completeness and accuracy of documentation.
- Placing inside sales calls to increase customer base.
- Retaining and maintaining existing accounts as well as developing awareness of other sales/service activities.
- Performing additional customer service, sales, and administrative responsibilities as necessary based upon on market demand and branch staffing.

**QUALIFICATIONS:**

- Associate's Degree (or at least 1 years of college course work) in a related major OR recent successful completion of a lending training program or other closely aligned course of study (within the past 3 years).
- 4 years of related experience in a sales and/or financial services industry (May be supplemented by additional college work or lending training programs).
- Excellent written communication skills to compose professional, error free correspondence.
- Previous Sales and Customer Services experience a plus!
- Ability to compose correspondence and format various reports utilizing PC and MS Office software

Interested and qualified candidates should submit their résumé for immediate consideration to: [careers@marinerfinance.com](mailto:careers@marinerfinance.com)

**\*\*Please identify the position you are applying for with the job code "AM-CLARK"\*\***

Mariner Finance brings over 125 years of experience in meeting the financial service needs of consumers in the Mid-Atlantic region. Mariner Finance is recognized as the community's consumer finance company of choice by building lasting relationships through superior customer service and exceptional staff.

Drug/Alcohol/Smoke-free workplace. Must be able to successful pass a background check and drug test.

Mariner Finance is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, marital status, age, religion, national origin, sexual orientation, disability, or status as a disabled or Vietnam era veteran.