



Customer Service Representative

***Responsibilities:**

- Providing superior customer service, both on the phone and in person, to all customers.
- Maintaining 100% privacy on all customers, paperwork, and other office functions.
- Performing a variety of cashier functions including posting payments, making bank deposits, and doing daily processing work.
- Daily office duties: Completing and processing loan applications, collecting payments, making collection calls, answering calls, filing, etc.
- May perform additional functions depending on branch needs in order to provide consistent quality customer service.

***Qualifications:**

- High school diploma or equivalent degree required.
- Ability to take payments and maintain a cash drawer.
- Previous Consumer Finance or Consumer Lending experience is preferred.
- Proficient working knowledge of Microsoft Word and Excel.
- Exceptional communication and customer service skills.

Benefits:

At First Metropolitan Financial we strive to put our employees first. Our employees enjoy some of the best benefits in the industry.

- Competitive Salary
- Medical, Dental, Vision
- 401k Match
- Paid Vacation
- Paid Sick Leave
- Flexible Spending Account

FMFS Rev. (03-17)

*All qualifications are generic to the job title and may change depending on the specific needs of an office. First Metropolitan Financial Services, Inc has the right to change/edit all job responsibilities and/or qualifications at any time.