



Rifco National Auto Finance

FUNDING SPECIALIST

COMPANY OVERVIEW

Rifco National Auto Finance has been providing Canadians with non-prime auto financing options since 2002. We've secured ourselves as one of Canada's fastest growing auto financing companies due to our personalized service and commitment to building strong, long-lasting partnerships. Headquartered in Red Deer, Alberta we pride ourselves on a fun, friendly and successful partnership with our clients, employees and the community.

POSITION SUMMARY

As a Funding Specialist you will be responsible for relationship building with our valued automobile dealer across Canada. You will also be compiling and auditing loan files for completeness and accuracy. This role also involves telephone communication with dealers and our loan clients.

QUALIFICATIONS

- High School Diploma
- 1-2 years of office experience
- Strong Computer skills including typing and Microsoft office
- High attention to detail
- Exceptional skills in both verbal and oral communication
- Ability to work at a fast pace and prioritize work flow

JOB RESPONSIBILITIES

- Compile the paperwork for automobile loan files
- General filing
- Auditing of loan files for accuracy and completeness
- Telephone communication with automobile dealers and loan customers toward completion of loan files
- Relationship building with our valued automobile dealers
- Scheduled work shifts will fall within the department's service hours Monday to Saturday (6:30am-7:30pm)