



Job Title:	Data Entry (Student)	Job Category:	Office Administration
Department/Group:	Financing	Hours of Operation:	Mon– Fri 9:00am to 5:00pm Occasional Sat. 9:00 am to 5:00pm
Location:	North Bay, ON	Travel Required:	N/A
Salary Range:	Hourly	Position Type:	Full-Time Student Temporary April-August
Contact:	Nicole Mantha	Date Posted:	March 1 2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	April 1 2022

Applications Accepted By:

EMAIL: NICOLE@POSITIPROMOTIONS.CA

IN PERSON: 333 MCINTYRE ST E, NORTH BAY

Job Description

ROLE AND RESPONSIBILITIES

PosPro Financial offers vehicle financing for all the following categories – ATVs, Snowmobiles, Motorcycles, Cars, Trucks, Boats, Tractors, Power Equipment RV’s, Hot Tubs/Home Improvement, Travel, and Utility Trailers. We act as a brokerage and have access to many lenders which allows us to find loan solutions for folks in almost any situation – business owners, folks with challenged credit and those with perfect credit as well.

As our summer student your main responsibilities will be;

- Input financing application data accurately and efficiently into multiple banking platforms
- Adjust financing applications to meet the requirements of various lenders
- Assist full time staff members with various tasks and reports
- Handle sensitive information with the utmost confidentiality
- Communicate professionally with customers and dealers

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Secondary School Diploma
- Current Post Secondary Student (Business Program preferred)

PREFERRED SKILLS

- High level of computer knowledge
- Able to type accurately and efficiently
- Strong attention to detail
- Experience with Microsoft Office Suite as well as Google Drive Applications
- Ability to work in a fast paced and professional environment
- Capable of working in a team as well as independently while maintaining productivity

ADDITIONAL BENEFITS

- Free Parking
- Company Social Events
- Monthly Bonus
- Vacation Pay