

AUTO CONTRACT PROCESSOR
Security National Automotive Acceptance Company LLC. - Mason, Ohio

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes automotive contract packages from a nationwide network of dealerships
- Develops and maintains effective working relationships
- Maintains knowledge of civilian and military guidelines
- Evaluates vehicle values using industry recognized guidelines
- Uses good prioritization skills to perform daily necessary follow up on contracts on hold
- Perform outbound telephone calls, faxes and e-mails to dealership customers to process contracts timely
- Provide Outstanding Customer Service to our Dealership Customers

POSITION REQUIREMENTS:

- A demonstrated history of significant attention to detail
- Prior working experience in a loan processing / contract positions not necessary, but a plus
- Solid experience with financial terms and calculations
- Excellent Computer skills – Ability to learn required program and quickly navigate from screen to screen
- Data Entry Skills - Must exceed a minimum of 20 words per minute
- Strong Math and Analysis skills / underwriting experience
- Strong communication skills both verbal and written a must

EDUCATION / EXPERIENCE REQUIREMENTS: At least an Associate's Degree is preferred; Bachelor's Degree strongly preferred; must be able to show professional history of success using attention to detail.

SCHEDULE REQUIRED: He/ She would be required to work for 40 hours but time would vary from 7:00am – 10:00pm (M-F). With working every other Saturday from 10 am-7 pm.

BENEFITS: Medical Insurance (Anthem Blue Cross / Blue Shield), Dental Insurance, Life, STD and LTD Insurance Coverage Available; Paid Time Off (10 Days during your first year) + 6 Holidays; 401K Investment Plan (50% Match- 1% - 5% contribution; 25% Match 6%- 10% contribution)

PAY: \$13.00 - \$13.50 /Hour plus Bonus based on monthly team results - average \$150-\$300/mo

ABOUT SNAAC: Celebrating our 25th year in business, we offer excellent benefits for our associates, including employee referral program, career growth, business casual dress in a professional environment and much more. We are excited to offer you a great opportunity to work for a fun, exciting and growing company. While others have experienced layoffs and downsizing, we have continued to remain strong due in large part to our excellent environment and associates!

TO APPLY: Please send resume and salary requirements to hr@snaac.com with Contract Processor in the subject line.

EOE