Geneva Capital LLC
CAREERS

DOCUMENTATION SPECIALIST

Job Opening

COMPANY

Geneva Capital LLC is a rapidly growing, national equipment finance company. We are currently seeking a highly-motivated individual to join our Documentation Team at our headquarters in Alexandria, MN.

CANDIDATE

The Documentation Specialist must be a detail oriented individual capable of working in a fast-paced and unpredictable environment. This person needs to be able to quickly prioritize and complete incoming requests from customers, sales reps, analysts, and management in a consistent and accurate fashion. They must also be willing to accept and meet the responsibility of maintaining the integrity of data, financial position, and overall quality of Geneva Capital.

DUTIES

Sales Assistance:

- Enter transaction details into software system (equipment data, pricing calculations, tax treatment identification)
- Promptly communicate with customer to secure the return of contracts
- Provide customer service by answering contract questions
- Inform key stakeholders of transaction progress
- Ensure the timely issuing of purchase order to vendors
- Efficiently guide transaction from order to funding

Documentation Processing:

- Review documentation requests for compliance with credit approval and established policies/guidelines
- Identify and create appropriate contract documents
- Review returned contracts for accuracy and completion
- Contact customers for missing information - liaison between sales reps, vendors, and internal staff
- Compile files (digital and physical) in a standard manner for ease of information retrieval
- Be subject matter expert for questions regarding contract documents
- Periodically review and recommend changes to documents and processes
- Complete verbal verifications and maximize interim rent revenue

Administrative/Miscellaneous:

- Maintain data within software for completeness, accuracy, and consistency
- Assist in the servicing of incoming calls - answer all calls after the second ring or earlier
- Prepare and proof various correspondence upon request
- Assist in the processing and review of credit applications
- Take part in and *lead* miscellaneous projects

Growth:

- Geneva Capital requires all employees to be highly self-motivated individuals with an understanding of true "team" focus, constantly seeking to improve themselves and the organization through ongoing education and self-improvement.

HOURS & COMPENSATION

Full-time. 8:00AM - 5:00PM, Monday through Friday

Geneva Capital LLC offers a competitive salary and benefits package to permanent full-time employees including gain-sharing, bonuses, health insurance with H.S.A., 401(k) with profit sharing, AFLAC, health club membership, and paid vacation and holidays.

APPLICATION

Geneva Capital is a fast-paced finance company focused on long-term growth and providing professional opportunities. We value our employees and promote teamwork and camaraderie, which are important parts of our everyday culture. If you want to be part of a fun, dynamic team, please send your resume, cover letter, and references to:

Nate Kary, ***Credit Manager***
nate@gogc.com
(320) 759-3578

www.gogc.com