

# WE ARE HIRING!

**Compass Management International** for the office in **Kumanovo** is looking for:

## LOAN PROCESSING SPECIALIST



#### Responsibilities:

- Gathering information for the loan application.
- Reviewing documentation items sent via email from dealerships which includes CDL, Bank statements, Final Bill of Sale, title, IRS and Articles if applicable, Haul letter, creating GPS REQUEST etc.
- Follow up with applicants to verify information.
- Reviewing file documentation for missing or erroneous information.
- Communicate with dealership and our sales force team.
- Complete loan contracts within established rules and requirements.

#### Requirements:

- Fluent in English
- Detail-oriented
- Able to work comfortably in a fast-paced environment.
- Able to work second shift.

#### Candidate personal qualities:

- Good personal organization and time priority management
- Team player that is motivated by the opportunity for advancement
- Well organized and driven to deliver excellent customer service
- Presentation and good communication skills

#### We offer you:

- Professional and personal growth and accomplishment
- Modern working environment
- Full – time employment
- Full job training will be provided
- Private health insurance

If you are interested in this position, please send us your CV in English.  
Only short listed candidates will be contacted.

With submitting your CV or any other document you explicitly consent that we may process your personal data contained therein for the purposes of the recruitment process.