



**Open Position:**

Dealer Compliance Representative

**About the Opportunity:**

Responsible for investigating and solving issues with CPS dealers. In addition to the expectation that you adhere to your department's attendance policy, duties include but are not limited to the following. Other duties may be assigned.

- Deal directly with dealers to ensure processes between dealer and CPS run smoothly.
- Assist customers with dealer related issues with their vehicles.
- Investigate and solve dealer breaches and defaults; collect funds owed to CPS.
- Process and collect service warranty, Gap and other add-on cancellations.
- Process and complete non-insurance substitution of collateral agreements.
- Investigate dealer failure to provide CPS titles in a timely manner.
- Ensure dealer provides CPS with what is needed for the loan/contract process.
- Maintain a professional and customer-friendly manner with each dealer. Display a willingness to take direction, work cooperatively with management and co-workers, and project a positive demeanor.

**About the Company:**

CPS is a national auto finance company specializing in financing consumers with past credit problems. CPS has been in business for 20 years and serves over 4,000 auto dealers across the U.S. The CPS finance program allows customers with past credit problems to drive a reliable later model used car while rebuilding their credit with on time payments.