



Open Position:

Quality Assurance Clerk

About the Opportunity:

Responsible for the clerical support required in the Quality Assurance Department.

In addition to the expectation that you adhere to your department's attendance policy, duties include but are not limited to the following:

Job Responsibilities:

- Verify text consent
- Verify multi-payments
- Update the Productivity report
- Update and send out the Consent Verified report daily
- Update and send out the QA Chat Review report daily
- Conduct oneself in a professional manner at all times. Display a willingness to take direction, work cooperatively with management and co-workers, and project a positive demeanor.
- Other duties may be assigned.

Must Have:

- Excel Experience Required
- Solid Alpha-Numeric Data Entry Skills
- Computer proficiency in a Windows driven environment
- Must be a self-starter, strong attention to detail and able to work independently, deadline-oriented

Submit resume with salary history.

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.