



Open Position:

Originations Administrative Clerk

About the Opportunity:

Provides administrative assistance to Originations management centered on improving efficiency within each Credit and underwriting group. 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.

- Pull Clear searches, Credit Bureaus, Work Number Requests and complete upfront Credit Employment requests.
- Redistribute the Processor queues evenly in the morning and afternoon.
- Responsible for re-routing and re-distributing the Processor's inventory among the present Processors when needed.
- Responsible for completing verifications on priority Underwriting packages as allocated by management.
- May perform duties of a Processor.
- Assist clerical staff as back-up in scanning, returns, filing and processing the boards when needed.
- Maintain a professional and customer-friendly manner with each contact. 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.