



JOB POSTING

Position

Sales Support Administration (reporting to Manager of Sales Support)

General Responsibilities

Assist new department in gathering information from customers, vendors, and business partners to process credit and prepare lease and financing documentation.

Specific Responsibilities

1. Receive credit application from vendors and business partners, retrieve credit reports, and score applications under established policies.
2. Log all new business applications for tracking and follow-up purposes.
3. Prepare lease and finance contract documentation for small to medium ticket technology equipment business;
4. All subsequent follow-up with customers, vendors and business partners relating to documentation execution;
5. Obtain insurance verifications;
6. Register security as necessary under applicable security laws;
7. Returning executed documents to customers and follow-up on outstanding documentation issues and customer service enquiries;
8. Scanning documents for storage in the Company's database; and
9. Other duties as may be assigned from time to time

Qualifications

1. Minimum of secondary school education, although some level of post-secondary school education would be preferred.
2. Experience in office technologies and standard Microsoft ® products (Word and Excel)
3. Experience in Info-Lease ® (leasing industry system).
4. Experience in financial services industry with preference for experience in leasing and equipment finance

LiftCapital Corporation

LiftCapital Corporation is in the leasing and equipment finance industry which originates transactions through vendors, business partners, and direct customers. It is an organization which is managed with institutional discipline while maintaining a “no nonsense” approach towards servicing its customers, vendors and business partners. LiftCapital offers a dynamic environment whereby its employees can achieve personal and as well as career growth.

LiftCapital is located directly on a transit route or if you prefer to drive, parking will be provided free of charge.

Submit your resume

Please submit your resume to the attention of by e-mail, FAX or mail to:

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