



Asset Administrator

THE COMPANY

Maxim Commercial Capital, LLC (“Maxim”) is a growing specialty finance company headquartered in West Los Angeles, CA. Maxim is focused on providing senior and subordinated financing of up to \$3.0 million to small and lower middle-market businesses in all industries secured by equipment and real estate collateral nationally. Maxim has deep expertise and knowledge in heavy equipment financing including Class 6 – 8 trucks, trailers, vocational trucks, construction equipment, and agricultural equipment as well as real estate financing including multifamily, office, industrial, residential, retail, and infill land. To learn more, visit www.maximcc.com.

THE POSITION

The Asset Administrator is a vital member of the Asset Management team responsible for supporting the department’s communication with other Maxim teams and outside vendors, and for the timely completion of data entry and paperwork for the proper recovery and disposition of assets to be sold (commercial trucks, trailers, equipment). The position is an opportunity that may lead into a management position.

JOB RESPONSIBILITIES

- Provide accurate and timely data entry into Maxim’s systems.
- Promptly review and upload documents, photos, scans, etc. into appropriate system folders.
- Use Maxim’s systems to accurately track the status, condition, location, and possession of assets in inventory.
- Prepare and update weekly reports in Excel and Salesforce (CRM system) for management review.
- Gather information and documents to accelerate the repossession and remarketing processes.
- Assist with sales/marketing efforts to accelerate asset turnover, including advertising, email blasts, and other tasks on the internet.
- Prepare documentation for auctions including work orders, invoices, and authorization forms.
- Process vendor invoices for management approval and payment.
- Follow up to assist in expediting Maxim’s receipt of pending and /or delayed titles and registrations.
- Follow up for and monitor warranty refunds.
- Follow up GPS reports for potential contract breach.
- Assist the Asset Department with the logistics and transportation of inoperable/damaged assets that need delivery to auctions, repair shops, etc.

- Assist with gathering equipment value data from various sources for the monthly asset valuation guides
- Learn about the assets that Maxim finances and the criteria for assessing asset values.
- Learn the guidelines, sources, technical aspects, and building specifications to properly assess asset values.
- Consistently collaborate with other Maxim departments and employees as a team to support Maxim's success.

QUALIFICATIONS

- Very organized, fast learner, very accurate with excellent attention to detail, energetic, self-motivated.
- Ability to multitask and make sound decisions within given authority.
- Ability to self manage monetary budget and Accounts Receivable / Payments.
- Performance-driven with a consistent focus on achieving team goals.
- Process-driven and dedicated to improving work flows and efficiency.
- Capable of meeting deadlines while working with minimal supervision.
- Excellent communication skills, including listening, writing and speaking.
- Strong ability to follow instructions accurately.
- Excellent computer skills including Microsoft Word, 60 wpm and strong command of Excel.
- Ability to use computer-based CRM system (Salesforce, a plus)
- Professionalism in all matters including communicating with others and the handling sensitive information.

EXPERIENCE

- 5+ years of work experience in a fast-paced professional office environment.
- High School Diploma or equivalent required; Undergraduate degree is preferred.
- Knowledge of commercial equipment and trucks is strongly preferred.

Salary is negotiable depending on qualifications, \$24.00 - \$26.00 per hour.

To apply, submit your cover letter and resume to: careers@maximcc.com