



Collections Specialist

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 Collections Specialist is a vital member to the Portfolio Management team. This person collects past due commercial accounts, helping to reduce delinquencies and losses in our transportation and equipment finance portfolios.

JOB RESPONSIBILITIES

- Efficiently maximize the collection of past due amounts, and promptly resolve other events of default with borrowers and guarantors.
- Meet performance goals for collection deadlines, calls made, call quality and amounts collected.
- Gather information that is essential in reducing losses due to nonpayment and collateral value diminishment.
- Effectively skip trace to find unresponsive borrowers and missing collateral.
- Listen and communicate clearly. Reconcile accounts as needed. Follow-up.
- Assist in determining collection strategies, repossession decisions and recovery plans.
- Follow company policies, procedures and collection laws while maintaining a high level of consistent productivity.
- Contribute to improving team processes and capabilities. Help deploy new technologies.
- Learn about the commercial finance business. Gain new skills and help train others.

QUALIFICATIONS

Knowledge and Skills:

- A highly successful collector with 3+ years of top-ranked performance.
- An energetic, organized, and driven problem solver with a strong work ethic and ability to learn new software.
- A smart and resourceful worker with high integrity.
- Proficient knowledge of collection law, bankruptcy law, and commercial lease and loan contract terms.
- Strong, persuasive negotiating skills (verbal and written).
- Solid time management skills that ensure efficient work.
- Positive interpersonal skills for collaborative teamwork.
- Proficient with Microsoft Word, Excel, and Google Applications.



Preferences:

- Successful experience collecting from subprime borrowers.
- Experience in collecting commercial term loan debt secured by vehicles.
- Knowledge of UCC law, repossessions, work-outs and the litigation process.
- An efficient user of Salesforce and various lease/loan collection & accounting systems.
- Spanish, Russian or Punjabi speaking, a plus

Compensation

- \$55,000 - \$60,000 per year (paid hourly)
- Bonus based on company and individual performance

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