



Documentation and Funding Coordinator – Equipment & Real Estate

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 Documentation and Funding Coordinator is a vital member with Maxim’s Equipment and Real Estate Financing division. This team member supports the team in many capacities including front-end deal submissions, accurate and fast data entry, credit and funding coordination, and provides customer service to borrowers, vendors and brokers.

JOB RESPONSIBILITIES

- Initiate the credit approval process by logging new deals into Salesforce CRM.
- Organize files and input asset information into our cloud content storage management platform.
- Follow up with brokers and vendors to gather necessary information to submit the financing opportunity for credit approval.
- Introduction to underwriting learning the Three C’s of credit: Capacity, Credit, and Collateral.
- Draft proposals for the Heavy Equipment, Real Estate, and working capital deals under direct supervision of the loan committee.
- Receive and organize finance documents and related items to prepare for funding.
- Contact clients, vendors, and other agents to complete pre-funding requirements.
- Provide customer service to maintain good standing relationships with customers, brokers, and vendors.

QUALIFICATIONS

Knowledge and Skills:

- Excellent attention to detail and accuracy.
- Be open-minded with the ability to succeed in a fast-paced and changing workplace setting.
- Highly self-motivated.
- Ability to type a minimum of 50 WPM.
- Excellent computer skills including Microsoft Word and Excel.
- Ability to use computer-based CRM system (Salesforce, a plus).
- Excellent communication skills, both written and oral.
- Strong ability to follow instructions.
- Highly organized.
- Exhibit a high degree of professionalism in handling sensitive and confidential information.

Experience:

- 5 years work experience working in office-like environment preferred.
- High School Diploma or equivalent required; Undergraduate degree is preferred but 2 years of college education is helpful.

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

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