



Position: Title Clerk

Start Date: February 2021

Position Type: Full Time

Compensation: Salary

Company Description:

Azure Funding is a recreational financial services company that specializes in creative financing, leveraging its extensive network of conventional banks and investment funds. Azure primarily finances marine and aviation acquisitions. Joining Azure now in our start-up and growth phase will lead to tremendous opportunity for personal and professional development, and the ability for significant opportunity to grow with this business.

Responsibilities:

- Accurately process incoming titles daily from dealerships, match the consignor checks daily to the title and invoice
- Prepares tax and title documents
- Verifies that funds have been collected and the correct lienholder paid off before processing title applications
- Answers customer inquiries or concerns in person, e-mail, fax or telephone in a professional, customer- focused manner
- Open and accurately records incoming titles daily according to established procedures
- Performs troubleshooting and problem resolution specific to titles, lost or stolen titles, power of attorney, etc.
- Matches seller titles to appropriate purchaser files
- Maintains a professional, calm manner when negotiating with difficult or upset customers
- Maintains a high level of confidentiality
- Contributes to and encourages others to demonstrate a team focused, values based, service culture throughout the company
- Contributes to effective operations by providing support where and when as needed on sale/customer promotion dates
- Performs other duties as assigned or requested to assure optimum service levels
- Files applications directly to the appropriate state/county agencies
- Willing to travel locally

Qualifications / Skills:

- Highschool diploma or equivalent required, Bachelor's degree preferred
- 1+ year marine title experience is required
- Notary designation is preferred
- Ability to use Microsoft Office and relevant industry-specific computer programs
- Exceptional interpersonal skills and strong customer service orientation
- Excellent written and verbal communication skills
- Ability to work both in a team and independently