



**Merchant Cash Advance Specialist Position**

The main focus of the Merchant Cash Advance Specialist will be to assist Payscape clients in obtaining cash advances, by working with our Account Managers and/or merchants. Also, you will help with existing accounts, collections, obtaining new customers, daily operations, and the growth of the location. The ideal candidate for this position will have exceptional customer service skills, experience providing loans to customers, and/or sales experience is a plus.

**Essential Duties & Responsibilities**

**Cash Advance**

- Act as a liaison between the Account Managers and merchants with Cash Advance needs
- Communicate with merchants in order to understand and satisfy their needs with the proper loan amounts and best rates
- Present information to merchants in a professional, orderly, consultative manner
- Be able to close the deal after presentations of Cash Advance information
- Display exceptional customer service at all times, and maintain a comfortable environment to provide our customers with the appropriate services to meet their needs
- Maintain current clients, service existing accounts, and update customer files
- Prospect for new clients by obtaining referrals from current clients and working with existing reps
- Assist with marketing programs, open new accounts outside of client base, and ensure that all proper documentation is provided

**Knowledge, Skills, and Abilities**

- Advanced knowledge of suite of Microsoft Office products: Excel, Outlook, Word, Power Point
- Self-starter with the ability to work with minimal supervision
- Individual with great oral and written communication skills
- Strong interpersonal skills; friendly demeanor
- Professional appearance

**Education & Experience**

- Bachelor's degree or equivalent work experience required
- Experience within a service related field such as retail, collections, banking, restaurant, hospitality, or customer service is required
- Prior experience within a related position such as loan consultant, loan specialist, or loan officer required

**Compensation and Benefits**

- Attractive compensation including upfront commissions on cash advances
- Eligibility for group health, vision, and dental insurance plan with employer contribution
- Eligibility for 401k program
- Eligibility for monthly group cellular provider discount