

Boost Credit Line

Job Description – Administrative Manager

Job Summary

Join a small, dynamic team focused on creating, growing, and sustaining a new portfolio of loan accounts. Responsibilities include recording payments, basic Excel data entry, basic underwriting and loan Approval, account reconciliation, and process improvement. General computer skills such as navigating multiple websites, entering data quickly, and multitasking in various programs are absolutely necessary.

Our company values innovative employees and fresh thinking. We strive to create a positive and stimulating work environment where team members are provided with the resources necessary for success.

Part Time – appr. 3 hours per day. Some flexibility.

Please apply by filling out a Mechoopda Indian Tribe application