



Mariner Finance is currently seeking a Full-Time Data Entry Assistant.

Responsibilities:

- Data processing and analysis
- Retention of records
- Organizing and maintaining confidential documents
- Marketing to new and existing dealers
- Providing additional support for the acquisitions department as needed
- Providing support for existing network of dealers
- Ancillary duties include providing support for various home office departments

Qualifications:

- Previous data entry experience
- Strong PC skills
- Working knowledge of Microsoft Excel, Access, and Word
- Good interpersonal skills

Interested and qualified candidates should submit their résumé for immediate consideration to: careers@marinerfinance.com

Please identify the position you are applying for with the job code "AQ-CAN"

Mariner Finance brings over 125 years of experience in meeting the financial service needs of consumers in the Mid-Atlantic region. Mariner Finance is recognized as the community's consumer finance company of choice by building lasting relationships through superior customer service and exceptional staff.

Mariner Finance is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, marital status, age, religion, national origin, sexual orientation, disability, or status as a disabled or Vietnam era veteran.

Drug/Alcohol/Smoke-free workplace.