

Business Office Associate (Finance & Insurance Department)

Hurst Marina, established in 1976, is a multiple award winning boat dealership and full-service marina situated in Manotick on the Rideau River.

We are currently seeking a Full time **Business Office Associate in our Finance & Insurance Department** who will assist and understudy the Business Manager Position. The successful candidate will be responsible for coordinating the sale of finance and insurance programs to dealership customers and work with lenders and financial institutions to provide financial services to customers. This integral role in the formation of our team is a great opportunity to be trained and advance into the Business Manager position.

Responsibilities include:

- Working with lenders and financial institutions to provide competitive interest rates and financial programs to customers
- Providing customers with a thorough explanation of aftermarket products and extended warranties and a complete explanation of manufacturer and dealership service procedures and policies.
- Taking, processing and generating loan applications and loan documents
- Forward documents to obtain approval on financing to the appropriate source.
- Generating sales purchase agreements
- Obtaining and transferring licensing as appropriate and required
- Organizing and managing the delivery process for purchased boats
- C.R.M. software and database maintenance
- Provide administrative support for the Sales department & the Business Manager

The successful candidate should possess the following:

- Minimum 2 years of financial services experience
- Experience in sales, negotiating deals and building relationships is considered a strong asset.
- Bilingualism is a strong asset
- Business Office personnel require strong communication skills in order to work with customers, employees and finance and insurance vendors as they represent the dealership.
- General knowledge of boats is a strong asset
- Strong computer skills
- Strong interpersonal skills
- Strong work ethic and a proven commitment to customer satisfaction
- Be self-motivated, well organized, detailed orientated and independent
- Have a valid driver's license
- Have their own transportation (Public Transit is not available)

Hours of work – Monday to Friday 9am to 6pm & Saturdays 9am to 5pm, working Saturdays is a requirement with a day off during the week.

Interested candidates may submit their resume by e-mail to hr@hurstmarina.com

Updated: March 10th 2017