



## Credit Repair Manager

The primary responsibility of the **Credit Repair Manager** is to assist the partner offices of First Choice Mortgage in achieving credit repair for their customers while developing external lead sources of customers in need of credit repair.

The **Credit Repair Manager** will work under the general supervision of the Director of Business Development as well as other members of the company on special projects and handling requests as needed.

**Responsibilities will include, but not be limited to the following:**

- ✓ Act as first line of credit repair support for internal clients (Branch Managers and Loan Originators)
- ✓ Coach partner offices on credit repair services offered by FCM
- ✓ Contact previous customers that did not qualify for loans due to credit problems
- ✓ Promote credit repair services externally to develop leads from external sources
- ✓ Perform credit repair seminars for partner offices and hold monthly conference calls to update the partners.
- ✓ Carefully track marketing efforts to gauge results in measurable terms
- ✓ Assist in trade show appearances

**Requirements:**

**Hours:** Flexible 40 hours per week

**Education:** Bachelor's or Associate degree in Business preferred but not required

**Experience:** Minimum of 2 years experience in credit repair.

**Skills:**

The key characteristics for the position are:

- Strong customer service skills
- High ethical standards
- Strong networking skills
- An outgoing personality
- Personal motivation
- Strong follow-up skills
- Strong clerical and organizational skills
- Able to prioritize and multitask
- Careful attention to detail
- Able to communicate in a professional manner
- Strong computer skills

First Choice Mortgage offers competitive compensation and flexible work hours as well as a full benefits package including; medical, dental, life insurance, short and long term disability and a 401k plan with employer match. First Choice Mortgage is an equal opportunity employer.

**To apply, email your resume and salary requirements to [jobs@fcmortgage.com](mailto:jobs@fcmortgage.com).**

(Please include the title of the position of interest in the subject line of the email.)