



Operations Specialist

The Operations Specialist is responsible for the Operations New Folders Team. The incumbent is also responsible for numerous special projects and reporting functions, and data entry, quality assurance, filing, and scanning.

ESSENTIAL DUTIES

- Data entry of clients into database system as well as quality assurance of all documents needed for enrollment
- Verify that all documents are signed and valid
- Enter the Client into the database system, enter the drafts and fees, and enter accounts
- Reject folders that do not meet the requirements
- Secondary Quality Assurance
- Check all Bank Routing and Account numbers for proper entry
- Verify that Drafts and Fees are the correct percentage of total debt
- Verify that the sum of all accounts equals the Total Debt
- Correct data entry mistakes
- Reject folders that do not meet the requirements
- Filing
- Special projects

JOB QUALIFICATIONS

- Self starter with good time-management skills and able to multi-task
- Must type 55-66 wpm
- Proficient in 10 key data entry
- Organized
- Ability to make decisions
- Must be able to stay organized while working on multiple projects.
- Proficient knowledge of PC skills
- Minimum of High School degree required

Please send your resume to Venissa Villafuerte via email at Vvillafuerte@freedomdebtrelief.com or faxing your resume to 650-393-6064.