ELD Marketing Specialist
Walnut Creek, CA

At Bank of the West, we’ve surrounded ourselves with some of the brightest, talented and most devoted professionals in the financial services industry to form a solid and secure foundation. We currently have a great opportunity in Walnut Creek, CA for a detail oriented self-starter to provide superior inside marketing service to equipment leasing brokers across the country. This position serves as a liaison between the leasing department and several hundred brokers and requires heavy telephone and e-mail contact.

Additionally, you will:

• Communicate with brokers and assist them with issues relating to business development
• Interact with other personnel within equipment leasing, as well as other units such as customer service and collections
• Communicate credit decisions on application-only transactions
• Research existing lessees’ files, payment histories and outstanding balances
• Calculate lease pricing
• Report on status of transactions received by credit and documentation
• Interact with marketing officers on a daily basis
• Pre-qualify new broker call-in requests
• Follow-up with brokers after broker packages are sent
• Perform due diligence on new broker applicants and write up broker approval forms with the assistance of marketing officers
• Educate new brokers on dealing with the bank
• Coordinate broker-training conference calls
• Respond to general questions relating to existing lessees, applicants, broker or transaction status, pricing, procedures, promotions, etc.
• Coordinate assumptions for existing customers

Ideal candidates will have:

• A Bachelor’s degree
• At least 3 years of relevant experience
• A solid understanding of indirect equipment leasing practices
• Excellent phone, planning, organizational, problem solving, and communication skills
• A strong customer service orientation
• PC proficiency with MS Word, Excel, PowerPoint, and Access

For immediate consideration, visit www.bankofthewest.com, click on ‘Employment’, search under ‘Walnut Creek, CA’, and apply online for the ‘ELD Marketing Specialist’.

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discipline, and discharge without regard to race, religion, color, national origin, age, physical or mental disability, veteran status, sex, and any other basis protected by federal, state, or local law.

Bank of the West
Community Focused Banking