



**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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Bank of the West
Community Focused Banking