

Growing SMB Alternative Financing Firm in NYC hiring Underwriting Data Entry Associate

6th Avenue Capital, LLC, a privately-held investment firm (the “Firm”) headquartered in Midtown NYC, is seeking a motivated and hardworking Underwriting Data Entry Associate to support the growth of the business. 6th Avenue Capital offers short-term bridge financing to small and medium sized businesses (“SMB”), providing fast, secure and equitable access to working capital. The Firm offers flexible payment options and a high touch experience to small businesses and partners, all from an experienced team of industry experts.

The Underwriting Data Entry Associate role is ideal for an individual who excels in working accurately and efficiently and is known for their attention to detail. The individual’s top priority is to input critical information from applications from small and mid-sized business into the firm’s Client Relationship Management system while maintaining quality control. The person is responsible for supporting the Firm’s underwriting team.

The Underwriting Data Entry Associate is highly detail-oriented with a strong work ethic. The person must be professional, flexible, and thrive in a dynamic fintech environment. This is a position with substantial growth opportunities for the right person.

Responsibilities

- Data entry: verify and input application information into Salesforce.com
- Document management: upload and archive files including SMB’s bank statements, tax returns, and other cashflow, financial and due diligence information
- Review and audit data accuracy
- Update and maintain firm’s CRM and other systems, including marketing and performance databases
- Support Underwriting workflow and administration
- Liaise daily with business development, underwriting, and servicing teams, business partners, SMB clients, and other internal and external partners of the Firm.

Requirements

- 1-2 years of work experience in a administrative or database role and interest in financial services, technology and data science
- Proven ability to handle processing high volume of sensitive information with accuracy, discretion and good judgment
- Ability to quickly learn Salesforce.com and other CRM database tools
- High level of attention to detail and superior organizational skills
- Team player with positive attitude
- High proficiency in Microsoft Office (Word, PowerPoint and Excel)

No recruiters, please.