

Growing SMB Alternative Financing Firm in NYC hiring Operations Intern

6th Avenue Capital, LLC, a privately-held investment firm (the “Firm”) headquartered in Midtown NYC, is seeking a motivated and hardworking Operations Intern to support the growth of the business and help to service the Firm’s Merchant Cash Advance (“MCA”) portfolio. 6th Avenue Capital offers short-term bridge financing to small and medium sized businesses (“SMB”), providing fast, secure and equitable access to working capital for growth, expansion and other special opportunities. 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 Operations Intern role is ideal for an individual who is a detail-oriented, fast learner and resourceful utility player. This person has excellent judgement, a can-do attitude, and believes no task is too small. The priorities of the role include supporting the firm’s Operations, Marketing and Business Development functions, as well as special projects for the CEO and President. This person reports to the Firm’s CEO.

The Operations Intern has strong relationship management and problem-solving skills as well as a strong work ethic and is willing to do whatever is required to get a given job done. 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

Operations

Executive Assistant

- Assist CEO, President, and board members with coordinating meetings, managing calendars, travel arrangements, lodging, meal planning, and expense reports as needed
- Document management: with direction, proofread, revise and circulate documents, scan and file documents, maintain corporate templates and archives
- Project management: draft and circulate meeting agendas, record meeting minutes, prioritize conflicting needs, handle matters proactively, and follow-through on projects to successful completion
- Manage confidential information and a variety of special projects for the CEO & President

Office Manager

- Receive and route handle mail and packages
- “Host” visitors; receive, announce and direct potential partners. Answer phones and spearhead conference calls; set up onsite and offsite (Zoom) presentations for meetings, training seminars and webinars; maintain conference room and common space calendar and physical space.
- Order and maintain office supplies and pantry
- Organize team lunches and outings

Marketing and Business Development

- Support Marketing and Business Development administration, operations, workflow and new initiatives
- Coordinate meetings, manage calendars, travel arrangements, lodging, meal planning, and expense reports as needed
- Update and distribute marketing materials; manage archive, distribution, and maillists
- Update, maintain and prepare reporting from firm's CRM (Salesforce.com and CloudMyBiz), website and other systems (Pardot, Constant Contact), including marketing and performance databases and project management (Trello) tools
- Track, analyze and report Business Development and Marketing campaign metrics, including lead generation (Google Analytics)
- Assist with preparation and release of weekly and adhoc mailing campaigns and follow up
- Liaise daily with sales, underwriting, and servicing teams, business partners, customers, clients, and other internal and external partners of the Firm.

Underwriting and Servicing

- Data entry: verify and input application information into Salesforce/Cloud My Biz
- 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
- Periodic and adhoc report generation and analysis
- Special projects to support Servicing operations
- Maintain positive work attitude, good relationship skills, and a solid understanding of working with underwriting staff, sales teams, business partners and small businesses.

Investor Relations

- Liaise with marketing team and prospects investors
- Maintain firm's CRM, website and other systems, including performance databases
- Handle inquiries, information requests, account maintenance, and investor reporting and correspondence in a responsive and timely manner

Requirements

- Bachelor's degree
- 1-2 years of work experience in a client service role and interest in financial services business development and technology
- High level of attention to detail with excellent written / verbal communication and presentation skills
- Superior organizational skills with proven ability to prioritize, multitask, and adapt to various competing demands
- Ability to quickly learn industry, project management and financial modeling tools
- Proven ability to handle confidential information with discretion and good judgment
- Team player with positive attitude and strong interpersonal and relationship building skills
- High proficiency in Microsoft Office (Word, PowerPoint and Excel), CRM databases and project management tools

No recruiters, please.