

Transaction Services Specialist

Are you a person who thrives from multi-tasking? Then we want you to join our team! Aladdin Financial is a fun, fast-paced and a rewarding company that provides capital solutions in the transportation industry where customers always come first.

As a Transaction Services Specialist, you will play a key role in the organization and efficiency of the companies Transaction Team. If you enjoy the challenge of multi-tasking and trouble-shooting, this just may be the place you have been searching for.

Your day-to-day:

- Factoring Operations
 - Payment Posting
 - End of Day processes and balancing
 - Billing
 - Transaction processing
 - Boarding, Auditing and Closing Client Files
 - Filing UCC liens & UCC Audits
 - Filing 8821 tax forms
 - Review and Board new debtors
- General Office Operations
 - Answer general phone lines and route calls.
 - Greet visitors when they arrive
 - General clerical work

What we look for:

- Proficient multi-tasker
- Impeccable organizational skills with emphasis on attention to detail
- Proficient in Word, Excel, and Outlook
- Excellent communication skills
- Ability to learn quickly and adapt
- Ability to identify processes and improve them

Culture

Aladdin Financial has a casual and fun atmosphere. We believe that the team's success provides unmatched opportunities for everyone. We strive to help every employee meet and exceed their own personal and professional goals. Your success is our success and will be celebrated!

Our Benefits:

Aladdin Financial provides a competitive and comprehensive compensation package for our fulltime employees. Our benefits include:

- Company sponsored Health & Dental Benefits
- 401(k) with Company Matching
- Paid Time Off, 6 paid holidays
- No Weekends or Evening Shifts!