

# SALES ASSISTANT



## Position Description

The Sales Assistant helps the Lease Consultant initiate lease applications from potential customers. When lease applications are received, the assistant will run all the reports needed for underwriting and will also help with customer and vendor follow ups.

## Company

For the past 20 years, Beacon Funding Corporation has been providing equipment financing solutions to all types of organizations, new and established, throughout a variety of industries in the United States and Canada. Headquartered in Northbrook, Illinois, Beacon's nationwide sales and support team is close and accessible to its network of equipment vendor partners and business client base.

*Our Focus* Equipment manufacturers are faced with intense economic pressures. Equipment payment options need to be flexible, innovative, and competitive to allow companies to acquire the technology they need to grow and prosper. As a result, today's equipment manufacturers partner with financing companies like Beacon.

## Job Responsibilities

- Answering telephones
- Running credit reports, D&B, and Paynet reports
- Entering credit information into CRM
- Assisting in putting credit packages together for underwriting
- Assisting in putting proposals together for customers
- Typing up lease approvals and either emailing or faxing to customers
- Following up on leads and customers via telephone, e-mail and mail correspondence
- Organizing and maintaining files, records, and office supplies
- Using lease calculator to calculate rate, term, and monthly payment

## Job Requirements

- Proficiency in MS Office™ software products
- Knowledge of basic math skills
- Ability to operate office machines
- Ability to work independently
- Strong organizational skills
- Excellent verbal and written communication skills
- May require travel to trade shows

## Websites

www.beconfunding.com  
 www.commercialtruckfinancing.com  
 www.boomtruck.com  
 www.equip-used.com

## How To Apply

- Visit [www.beconfunding.com/careers/apply](http://www.beconfunding.com/careers/apply) and fill out our online application.
- Alternatively, fax your application to Toby McDonough at 847-897-1767 or email it to [tmcdonough@beconfunding.com](mailto:tmcdonough@beconfunding.com).

## Contact Beacon

Toby McDonough

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