

Title: Business Development and Communication Specialist

About Finance Vault:

Finance Vault is a credit and financial management platform that provides a wide range of tools to empower consumers to take control of their finances. Finance Vault is starting line for the Journey of financing a Home, Auto, or Recreational Vehicle. Financing a Home, Auto, or Recreational Vehicle can be a stressful process for millions of consumers and questions arise during the process like: What can I qualify for? What can I afford? Will I get approved? What is my credit score? Finance Vault's mission is to navigate and educate our clients through the stressful financing process while aligning them with a trusted partner to take them to the Finish Line.

Products we will offer: Financial Management tools, FICO Scores, Document Storage, Fraud Protection, Score Simulator, Budgeting Calculator and Budgeting tools, and access to our trusted referral partners.

Job Description:

This is a unique opportunity to join a team of entrepreneurs in building this company from the ground up. You will be wearing several hats and involved in various aspects of this startup including marketing, communications, finance, operations, management, and information technology.

The ideal candidate will be able to work independently, an effective communicator, problem-solver, have a desire to participate in change, and appreciate a dynamic environment with rapidly changing priorities. We are seeking someone who is a hard worker, a fast learner, and be the jack of all trades.

Here are some of the responsibilities for this position:

- Provide project management support for various projects, programs, and initiatives across the company.
- Help develop and evaluate various business processes and metrics to further the strategic goals of the company.
- Provide support for ensuring the progress of projects against established goals.
- Help troubleshooting, proposing, and implementing solutions.
- Collaborate with cross-functional teams to execute and manage projects, resources, and outreach channels.
- Assist in the development of programs from early program design through to launch and beyond.

Skills:

- Ability to communicate, present, and influence key stakeholders at all levels of an organization.
- Ability to achieve program success through a partnership from design to delivering of initiatives.
- Excellent listening and presentation abilities.
- Critical thinking and problem-solving skills.
- Excellent written and verbal communications skills.
- Understanding and experience in delivering high levels of customer service.
- Highly organized, able to prioritize and work under pressure on a number of projects/initiatives at the same time in a rapidly growing environment.
- Data analysis skills; the ability to extract and synthesize data in order to make data-backed business decisions.
- Ability to contribute to building operational processes and procedures, continuously improving programs and efficiencies.
- Microsoft applications including Microsoft Office Suite.
- Hands-on work style.
- Bachelor's degree from an accredited college or university is preferred but relevant education/experience in the appropriate areas may be considered as a substitute for formal education.

How to apply:

Please send your resume and cover letter to hr@financevault.com. The interview process will start immediately.