

## **Outbound Sales Officer – Job Description Summary**

Responsible for delivering outstanding service to both internal and external customers. A key component of this service is to identify the financial needs of each customer and recommend an appropriate solution. In addition the position is responsible to process customers' loan applications received through outbound contact. Approve/decline loans within established lending authority. Assist customers with their personal financial needs by recommending services.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment