



Job Title: Data Entry Clerk

Location: Chicago, IL (Cumberland Blue Line Stop)

Type of Job: Full-Time (Flexible Hours)

Summary:

Castle Credit Co Holdings, LLC is a nationwide consumer finance company located in Chicago. The company is seeking a data entry clerk to assist with loan applications and contracts.

Castle Credit is currently undergoing significant growth, and the position will allow the candidate to learn about the consumer finance business and have real and immediate impact.

The company is conveniently located at the corner of I-90 Kennedy Expressway and Cumberland Avenue, just steps away from the CTA Cumberland blue line stop.

This is a full time position with significant flexibility around working hours

Primary job responsibilities include:

- Enters customer and account data
- Maintains data entry requirements by following data program techniques and procedures
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Requirements:

- Organized and reliable
- Analytical skills and strong attention to detail
- Excellent verbal and written communication skills
- Excel in a fast-paced work environment
- Strong IT skills a must