

GENERAL PROFIT INVESTMENTS LLC.

JOB SPECIFICATION

Job title: Customer Service Officer

At General Profit Investments, we believe our people are our strength and we invest in them. We strongly support a work-life balance and you will benefit from significant professional opportunities, career advancement, and training. As a Financial Services Officer, you will have the opportunity to process investments in accordance with published standards and controls.

We are always seeking bright, creative, energetic individuals who want to learn and grow with the company.

By joining General Profit Investments, you'll become part of a forward-thinking company that is transforming financial services by embracing technology to build innovative loan products, investment tools, and more. And that is why we need our **Customer Department** and our **Customer Service Officers**.

If you are sociable, responsible and self-exacting, you have opportunity to become our employee and get your stable income!

Employment type: Home - based \Part - time.

Location: United States / All States.

Salary: 3,250 USD/monthly + 450 USD bonuses for monthly plan performance. (We welcome an opportunity to earn extra-money, depending on your personal results and achievements in our company).

Benefits and perks: Competitive salary packages and bonuses. Comprehensive medical, dental, vision and life insurance benefits.

Job Overview:

The Customer Service Officer will be responsible for processing invoices and payments, identifying and communicating Investment Order and invoice discrepancies, and researching and responding to Investment Order and invoice or payments.

To increase the existing, the investments base; improve the quality of service; set and support constant feedback with investor and entrepreneur; speed up the processing of investment orders; solve disputes and provide best solutions for our business, focusing on clients' needs and desire.

Education and skills:

- Leadership, communication, interpersonal, customer and problem-solving skills;
- Computer skills, including Excel, Word (working with word processing and spreadsheet computer applications);
- Proven ability to communicate effectively (oral and written) with customers, peers, management, contractors and vendors;
- Experience in customer relations is a plus. Background in advertising or public relations is helpful.

Essential Duties and Responsibilities:

- Prepare the preliminary settlement statements (under your supervisor's guidance);
- Determine whether applications are properly submitted and meet our suitability requirements;
- Timely and accurate movement of funds into and out of customer accounts while maintaining regulatory compliance.
- Processing investing requests. Process and account for invoices accurately;
- Make payments from investors. Including mailing out checks and remittances to Entrepreneurs;
- Coordinate closing of transaction with applicable parties, such as investor;
- Interface with investors in the process;
- Other duties as assigned.

Requirements:

- Production environment focus around meeting deadlines;
- Meticulous attention to detail and accuracy;
- Knowledge of communication principles, media, and marketing techniques;
- A good understanding of numbers and planning;
- The ability to be flexible, decisive and quick-thinking;
- The ability to handle complaints and difficult situations in a patient, calm and effective way.

Work schedule:

Training period (free of charge): 1 month. During training: part-time job (flexible schedule, can combine with your major job). You work from home under the supervision of your Senior Manager, typically 3-5 hours a day. From Monday to Friday.

After training possibility to become a full-time specialist and choose an in-house position at the local office, or go along as a part-time specialist.

[Become a part of our growing team today!](#)