

OPEN POSITION

MEMO Financial Services, Inc. (MEMO) a leading money services business located in Camp Hill, Pennsylvania is seeking a talented and experienced Inside Sales Representative with preferred knowledge of the money services industry and an emphasis on digital and electronic payment transactions. MEMO is a licensed money transmitter offering alternative financial services to consumers through over 3,400 retailers in 25 states, with significant national expansion opportunities.

Inside Sales Representative

Every day, MEMO Financial Services, Inc., makes it possible for millions of people to move money between buyers and sellers using our payments solutions for Money Orders, Bill Payment and Mobile Top-up products and services. We are driven by our passion for success, and we are proud to deliver best-in-class payment technology and solutions. Join our dynamic team and make your mark on the payment's technology landscape of tomorrow.

- Job Description

Summary of This Role

Place outbound telephone sales calls contacting potential new agents for our money order, bill payment and other services. Maintain detailed and current knowledge of the company's products and services. Provide, obtain, and submit electronically the new lead/agent onboarding documents as required for credit approval. Ensure effective and consistent communication with sales, credit operations and technical departments, as required. The position requires ability to navigate a main frame system, CRM sales and other relevant applications.

What Part Will You Play?

- Enter required data into iSeries and Dynamics CRM systems and databases.
- Emails agent forms and required documents to complete, assigns agent in the CRM system and ensures required information is distributed via email to the appropriate business departments.
- Build base knowledge and familiarization of products and services, policies, and procedures for agents, sales and operational policies.
- Develop an understanding of on-boarding new agents and how the process flow of documents and information are processed.

What Are We Looking For in This Role?

Minimum Qualifications

- High school diploma or equivalent required; bachelor's degree preferred.
- Must have at least 6 months of outbound phone sales experience to be considered for this remote work position.
- Designated workspace must be at your home and free from noise and other distractions.
- Remote office internet connection via DSL or Cable Modem.
- Computer that is provided to you must be physically connected to the router or modem.
- The position is full-time, non-exempt, with weekday hours Monday – Friday 8:00AM-5:00PM, eastern standard time.

What Are Our Desired Skills and Capabilities?

- Skills / Knowledge - Acquires and applies job skills and learns company policies and procedures to complete assigned routine tasks.
- Job Complexity - Works on assignments that are routine to semi-routine in nature, requiring limited decision outside of stated processes, but recognizes the need for occasional deviation from accepted practice. Has little or no role in the decision-making.
- Heavy outbound phone calling of 100-120 calls a day
- Supervision - Normally receives detailed instructions and follows established procedures on all work, requires someone who can work independently.

This position reports to the National Sales Director. If interested in applying, please submit a cover letter and resume to: Sales Rep Position – tmorrison@memoco.com