



# BROAD ARROW GROUP

## **Position Summary - Transaction & Contract Administrator**

This is an opportunity to join an exciting startup company focused on the collector car market. Founded in 2021, Broad Arrow Group, Inc. (“Broad Arrow” or the “Company”) specializes in helping its clients buy, sell, and finance collector cars. The ideal candidate for this position will contribute to a dynamic team by managing the administrative responsibilities related to the consignment and sale of collector cars, both on the seller’s and buyer’s side and, in doing so, will collaborate with an experienced team of industry professionals as well as high net worth clients on title and registration work, consignment and logistical coordination. The position reports directly into the Company’s Chief Administrative Officer and dotted line into the Company’s Chief Operating Officer, and is expected to be based out of Ann Arbor, Michigan but alternative arrangements can be considered for New York.

## **Responsibilities**

- Planning and managing the administrative tasks related to consignments and transactions of cars offered via private sale and auction. These include:
  - Consignment agreement drafting and contract execution;
  - Title and/or registration review and assessment;
  - Title transfer work and related problem solving with the Department of Motor Vehicles, Secretaries of State, and/or transactions involving multiple states;
  - Assistance and/or management of requisite transportation; and
  - Coordination with Finance & Accounting team on payments, including applicable taxes or duties
- Necessary data entry and database management related to car consignments and transactions, specifically car and client-related information.
- Occasional travel for onsite administration work at collector car auctions.
- Occasional travel for onsite car collection cataloguing and title review.
- Contributing to and managing the growth of the Administration department as consignments grow, as well as necessary training of additional team members.
- Other activities as assigned by the Company.

## **Qualifications We Are Looking For**

- Bachelor’s degree
- Pre-existing understanding of automotive title work and DMV-related matters preferred
- Exceptional organization skills and ability with very strong attention to detail
- Polished client-facing engagement and eagerness to interact directly with clients and problem-solve for them
- Excited about working in a startup environment with autonomy and independence.
- Excellent written and verbal communication skills
- Ability to deliver under time pressure and deadlines

- High level of integrity and work ethic
- Positive mindset with strong orientation for teamwork and collaboration

### **What We Provide**

- Exciting, entrepreneurial work environment
- Opportunity to travel to major collector car events and/or auctions
- Competitive salary and bonus
- Medical, dental, and vision insurance
- Life insurance
- 401(k) plan with employer match
- Paid vacations
- Employee Appreciation Week

### **About Broad Arrow Group**

Broad Arrow Group, Inc. (“Broad Arrow Group”) represents the collective vision of its founders, team members, and partners — to be the best advisor, marketplace, and financier for car collectors, with integrity, trust, and innovation. Broad Arrow Group is a holding company, founded in 2021 and headquartered near Detroit, Michigan, to develop and operate a portfolio of businesses and brands that address the needs of various segments of the collector car market and to transform the collector car industry. Learn more at [broadarrowgroup.com](http://broadarrowgroup.com).