



**Position:** Associate Writer

**Position Summary:** HYPERAMS is a small business looking for motivated, inquisitive individuals interested in getting in on the ground floor of a rapidly growing company. The Associate Writer is an entry-level position focused heavily on industry/market research and written skills development. Prior financial or business background is not required; candidates will be provided with specific training on how to interpret financial data and write inventory and equipment appraisal reports. Ideal candidates should have strong writing, editing, time-management, and multitasking skills, and would be eager to learn and grow in this position and within the Company.

**Position Location:** HYPERAMS is located in Chicago and Rolling Meadows, Illinois. Although we would prefer a candidate that could commute to Chicago office, we are also considering candidates who would work remotely from home.

**Position Salary:** Competitive salary based on experience with yearly bonus.

**Position Duties:**

- Write inventory and equipment appraisal reports, utilizing management-provided notes and financial documents;
- Edit and proofread documents;
- Use Internet and trade sources for market research;
- Work within a team, including appraiser and financial analyst, to develop written report.

**Skills/Qualifications:**

- Bachelor's Degree required; preferably in English, Journalism, Communications, or similar;
- Proficiency with Microsoft Word and Excel, and general skills with Internet usage and ability to learn proprietary software;
- Ability to manage time effectively;
- Ability to multitask on several projects at one time;
- Strong research skills;
- Extremely organized and detail-oriented with a strong commitment to quality and accuracy;
- Ability to work both independently and within a team.

**Benefits:**

- Competitive salary, health insurance, and vacation packages;
- 401K plus company-matching retirement savings accounts;
- Yearly bonus based on company sales performance;
- Advancement opportunities;
- On-the-job training provided. Join a boutique shop looking for employees that are interested in learning the business and growing with the company.

**HYPERAMS Overview:** HYPERAMS is a full-service auction, appraisal, retail liquidation, and reverse logistics firm. We specialize in assisting both distressed and healthy companies manage surplus assets by providing a complete asset disposition strategy. The Asset Disposition division focuses on investing in and monetizing assets through orderly liquidations and live and webcast auctions. The Appraisal division

provides valuations of machinery & equipment and inventory in all industry verticals. HYPERAMS has performed thousands of appraisals, auctions, and store closings on behalf of financial institutions, restructuring professionals, private equity firms, and business owners. Our reputation is our best asset.

**Contact:** Please send cover letter and resume to Director of Financial Writing Beth Lennon at [blennon@hyperams.com](mailto:blennon@hyperams.com).