

Boost Legal Support

https://www.boostlegalsupport.com/?post_type=jobs&p=4087

Collections Clerk

Description

One of our clients, a downtown law firm, is looking for a Collections Clerk to join their team.

The firm offers competitive compensation, excellent benefits and an inclusive, team-oriented environment.

We are looking for someone who can work independently within a busy collection team. This is an administrative role so the successful candidate should be organized and have excellent typing, time management and communication skills.

Responsibilities

- Prepare collection documents such as demand letters, Statements of Claim, garnishees, and writs of enforcements
- Experience communicating with debtors, process servers, and service providers
- Can efficiently manage the status of files and update the client database on collection proceedings
- Experience in collection or debt recovery litigation in a law firm would be an asset, however, we will accept candidates that have experience outside of a law firm environment with collection experience.

Qualifications

- Have excellent Microsoft Word and Outlook skills
- The ability to learn new software quickly
- Experience working within a Collections department

Hiring organization

Boost Legal Support

Employment Type

Full-time

Beginning of employment

Immediate

Industry

Law Firm

Job Location

Calgary

Date posted

August 25, 2022