

## **Collections Legal Assistant**

Christensen Law Firm and Collectrite Ontario– Cambridge, Ontario  
Full-Time

Are you a self-motivated, hardworking individual who enjoys being a part of an industry leading service provider? Christensen Law Firm and Collectrite Ontario are seeking an experienced Collections Legal Assistant.

As a Collections Legal Assistant within the Enforcement department the primary objective is to: use the tools & resources available in order to enforce a judgement obtained against a defendant in order to satisfy said judgment.

Key Responsibilities:

- Achieve and maintain revenue objectives as outlined by team lead (Example: file Audits and Scorecard targets).
- Management and maintenance of portfolio and personal queue
- Consider and secure client's interest in individual files
- Achieve and maintain objectives as outline by client
- Liaise and communicate with multiple departments within the company.

Skills/Knowledge:

- Strong communication and negotiation skills
- Ability to self-motivate and problem solve
- String decision making and analytical skills.
- Diploma/Certificate in related industry is an asset
- Previous Financial or Collection experience is considered an asset
- Previous work experience in a legal environment is an asset

**Candidates must agree to and successfully pass a criminal record check and credit check to our satisfaction.**

Christensen Law Firm and Collectrite Ontario are industry leaders in debt collection. With a vibrant and entrepreneurial atmosphere your ideas will be heard and you have an opportunity to show case your skills and knowledge.

The environment is casual, friendly, and geared towards long-term career development. The compensation package includes substantial performance bonus and medical/dental benefits.

For more information please visit: <http://christensenlawfirm.com>.

Candidates can apply by submitting a resume to [careers@christensenlawfirm.com](mailto:careers@christensenlawfirm.com).