

## Exciting Job Opportunity!

# LEGAL ACTION COORDINATOR



## POSITION OVERVIEW

North American Recovery, Utah's premier collection agency, has established an impeccable reputation as a collection agency by providing exceptional service in the area of bad debt recovery over the last 25 years. Our self-motivated employees enjoy working in a fast-paced, *professional* environment and love their challenging and rewarding jobs.

We are currently looking for a polished, assertive professional to fill a full-time Legal Action Coordinator position in our Salt Lake office. As one of our Legal Action Coordinators, you are responsible for reviewing all accounts before they are sent to our attorney for the filing of a lawsuit and the daily follow-up of existing accounts currently being handled by our attorney. Our Legal Action Coordinators also coordinate with the different process servers and constables who serve our lawsuits. The Legal Action Coordinators ensure all aspects of supporting the legal process are met.

## SKILLS, EDUCATION & PAY

### REQUIRED SKILLS

- Strong organization and analytical skills
- Strong attention to detail
- Ability to work with minimal supervision, multi-task, prioritize and meet deadlines
- Proficient working knowledge of computers
- Excellent written & spoken communication skills
- Ability to work as a member of a team

### EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- Prior experience as a high-level professional receptionist is a plus, but not mandatory.

### INCOME

Pay for this position starts at \$14.00/hour. The eventual maximum wage for this position is \$17.00/hr. The Legal Action Coordinator will be eligible for a raise six months from their starting date, and every six months thereafter.

Other benefits include a very generous 401K, health and dental insurance, paid vacation and a paid day off on your birthday *every year!!!*

If you're smart, talented, and motivated, and if you want a challenging *and* rewarding career, this is the job for you! E-mail a detailed cover letter, along with a salary history and your resume to [Employment@North-American-Recovery.com](mailto:Employment@North-American-Recovery.com) If you'd like to know more about our company visit our website or social media: [www.North-American-Recovery.com](http://www.North-American-Recovery.com), [NAR on LinkedIn](#), [NAR on Facebook](#).

Equal opportunity employer.