



Ваш надежный помощник

## Collection, Legal Assistant, 40000 грн.

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апреля

Компания: [Imperial Finance Corp](https://jobs.ua/company/id/1640083) (<https://jobs.ua/company/id/1640083>) ([Все вакансии](#))

Рубрики: [Офисный персонал](#), [Работа за рубежом](#)

### Пожелания к сотруднику

Образование:	не имеет значения
Опыт работы:	не требуется
График работы:	полный рабочий день

### Описание вакансии

Imperial Finance is a debt-collection business located in the USA We are looking for a candidate with excellent English who can perform clerical, legal, and collection work. Responsibilities include the following:

1. Phone calls and phone conversations with clients, other businesses, banks, lawyers, clerks, etc.
2. Generating and editing documents, sending email correspondence, recording information and researching cases
3. Reviewing credit and background reports and conducting google searches to locate assets
4. Handling other tasks and responsibilities as they arise

This position requires fluency in the English language with a high level of both reading and writing ability. This position also offers the potential for commission-based incentives and bonus structures based upon good performance.

### Контактная информация

Контактное лицо: AlexanderRyvkin