



Ваш надійний помічник

Collection, Legal Assistant, 40000 грн.

📍 Київ, 🕒 7 квітня 2025

Компанія: [Imperial Finance Corp](https://jobs.ua/company/id/1640083) (https://jobs.ua/company/id/1640083) ([Всі вакансії](#))

Рубрики: [Офісний персонал](#), [Робота за кордоном](#)

Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

Опис вакансії

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.

Контактна інформація

Контактна особа: AlexanderRyvkin