

INTERNAL ADVERTISEMENT VACANCY

Collections Administrator

Ref COj2012

The above vacancy exists within the Legal Services Department and reports to the Legal Manager. The purpose of the position is to send final demands for non-payment regarding contractual debt and hand-over cases to Credit Control Attorneys. Maximise the departments' goal of dealing more efficiently with debt recovery, and the enforcement of music licensing. The ideal candidate will be someone who has successfully completed or almost completed a Bachelor of Commerce degree or similar qualification. 1-2 years experience in a pre legal and/or legal collections environment will be an added advantage.

Key Performance areas:

- Institute final demands
- Recommend legal action
- Manage debtors' queries and complaints
- Manage internal and external relationships
- Follow up on proceedings
- Monthly collections reports
- Liaison between the credit control and legal departments
- Reconciliation of legal accounts

Minimum requirements:

- Knowledge of accounting principles and the ability to reconcile attorney accounts
- Working knowledge of collection procedures
- Competent PC and keyboard skills, including good working knowledge of Word and Excel packages

Core Competencies:

- Stress tolerant
- Assertiveness
- Numerical ability
- Administrative orientation.
- Ability to work under pressure
- Goal setting ability
- Time management skills

Applicants not quoting the job reference number, might not be considered.