



WAKEFIELD QUIN

requires a

Debt Collections Administrator

The successful candidate will be highly motivated and able to provide a full range of secretarial and administrative support for two Litigation Attorneys. Applicants should expect to be skill tested and be capable of working as a team member in a highly professional service orientated firm.

General duties of the position will include:

- Performing a range of administration functions including typing (from dictation) correspondence and preparing debt collection documentation, and filing
- Researching, collecting and organizing case files as needed
- Scheduling and coordinating appointments
- Time entry and billing of client matters
- Interacting with clients in person, on the phone and via email/correspondence

The successful candidate will possess the following qualifications and skills:

- A good education, preferably an Associates degree and/ or recognized legal diploma/degree with accurate typing of 60-70 wpm
- Three years' recent experience as a legal secretary/ administrator in a law firm
- A working knowledge of all Court procedures, including the preparation of all documents, pleadings and related correspondence
- Excellent file management and organizational skills with the ability to handle multiple tasks and meet tight deadlines
- Advanced computer skills in Microsoft Office suite, audio transcription and experience with PCLaw (or other similar client accounting software)
- Ability to work overtime when required to meet the demands of this busy deadline driven department

Interested persons (no agencies) should apply in writing together with a resume no later than October 9th, 2015 to: Wakefield Quin Ltd, PO Box HM 809, Hamilton HMCX attention AY: or via email: hr@wq.bm