



## **Debt Recovery Executive/Paralegal Role Profile**

An exciting opportunity to join our commercial debt recovery team at a time of significant company growth.

You will be responsible for managing a high volume caseload of both pre-legal and legal matters, with a view to recovering overdue monies on business to business debts.

As a key point of contact for our clients, you will have the opportunity to build and develop strong relationships whilst gaining an understanding of their commercial requirements.

This is a fast paced role offering exposure to a variety of legal matters so is ideal for someone looking to progress their career within law.

### **Role responsibilities:**

- Managing incoming telephone and email communication from a variety of sources e.g debtors, clients, courts and high court enforcement officers
- Accurately opening new files whilst given due consideration to any supporting documentation and our client's instructions
- Preparing court documents and progressing legal files, initially under supervision
- Where appropriate, utilising a variety of resources to perform necessary research on the debtor company
- Reporting to clients in a timely and professional manner

### **Key requirements:**

- Experience within a law firm, preferably a commercial environment
- Understanding of the debt recovery process, pre legal and legal (including PAP)
- Experience operating case management systems
- Familiar with issuing claims using County Court Business Centre
- Strong academic record
- Excellent written and verbal communication skills
- Clear, confident telephone manner
- Legal qualifications held/working towards (e.g CILEx) preferred but not essential



**Personal attributes:**

- Self-starter capable of working on routine tasks with minimum supervision
- Consistent high level of accuracy, even when under pressure
- Organised and methodical with ability to adapt and flex when required
- Friendly and approachable demeanour

**Benefits of the role:**

- Experience working within an award-winning team in a successful commercial law firm
- Personal development opportunities from daily exposure to different areas of commercial law
- Part of a highly inclusive, supportive environment
- Regular opportunity to contribute new ideas in monthly forums
- Ongoing training and development
- Potential to develop role in line with business growth
- Performance related bonus, private healthcare, pension scheme, 25 days annual leave (plus bank holiday), good office location, parking