

HIRING NOW!

- Client Services/Administration Associate – Entry/Junior Level

About Us

We are a fast growing collection agency with a dynamic and positive work environment. We offer a competitive salary and benefits package comprehensive training and ongoing development to mould you to become the best that you can be in your field.

The Opportunity

We are offering a ground-level opportunity to enter one of the fastest growing segments of the financial services sector, the exciting and fast-paced world of financial recovery services. As a **Client Services/Administrative Associate**, you will provide support for our administrative/client services and sales teams over a range of different areas from reporting and document management to filing, general reception activities and other clerical duties as needed. Your high-energy, positive attitude, exceptional work ethic, multi-tasking abilities and attention to detail will be critical to your success.

You bring:

- Proficiency in MS Office (incl. Excel, Word, Powerpoint, Outlook)
- Pleasant yet professional phone manner
- Goal oriented, highly motivated attitude
- Excellent communication skills
- Must have problem solving and critical thinking perception

We supply:

- Competitive salary
- Generous incentives program
- Advancement oppoortunities
- Paid training
- Group benefit package
- On-site parking
- Accessibility to TTC
- Free access to the on-site Fitness Centre

To apply for this position send your resume to the attention of Hiring Manager at job@debtcontrolagency.com or by fax to 866-281-2924

If you would like more information about the job or the company call us at 866-307-5322 Ext. 258

Website: www.debtcontrolagency.com

LinkedIn: https://www.linkedin.com/company/debt-control-agency-inc.?trk=company_logo