

VACANCY

RECOVERIES ASSISTANT

Caribbean Finance Company Limited -a leading non-banking financial institution located in the Port-of-Spain area is seeking to expand their team.

Duties include:

- Provides service excellence to internal and external customers daily.
- Update and review customer data in Recoveries Database.
- Prepares documents for litigation proceedings as needed.
- Maintain all correspondence and follows-up with customers.
- Renew all judgements on accounts and follow up Recoveries customers in arrears.
- Assist with delinquent accounts.
- Verify customer information by conducting background checks as needed.
- Assist Recoveries Department as required.
- General Filing

THE CANDIDATE

- Paralegal certification or relevant combination of training and experience
- Minimum –5 O’Levels including Mathematics and English
- At least one (1) year relevant experience
- Strong negotiation and inter-personal skills
- Ability to evaluate priorities and multi-task
- Good organisational skills (filing, documentation flow)
- Ability to work independently
- Ability to handle confidential issues
- Excellent communication skills (particularly oral and written)

Send Applications no later than **September 26, 2018** to:

“HR OFFICER”
via email to: tt.recruits@gmail.com

NOTE: Only suitable candidates will be contacted for an interview.