

NORTH AMERICAN RECOVERY

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WEST VALLEY CITY, UTAH 84119

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Legal Action Coordinator

North American Recovery, Utah's premier collection agency, has established an impeccable reputation as a collection agency by providing exceptional service in the area of bad debt recovery over the last 21 years. Our self-motivated employees enjoy working in a fast-paced environment and love their challenging and rewarding jobs.

We are currently looking for a polished, assertive professional to fill a full-time Legal Action Coordinator position in our Salt Lake office. As one of our Legal Action Coordinators, you are responsible for reviewing all accounts before they are sent to our attorney for the filing of a lawsuit and the daily follow-up of existing accounts currently being handled by our attorney. Our Legal Action Coordinators also coordinate with the different process servers and constables who serve our lawsuits. The Legal Action Coordinator ensures all aspects of supporting the legal process are met.

Qualifications

Skill Requirements:

- Strong organization and analytical skills
- Strong attention to detail
- Ability to work with minimal supervision, multi-task, prioritize and meet deadlines
- Proficient working knowledge of computers
- Excellent written & spoken communication skills.
- Ability to work as a member of a team

Education/Experience:

- Associates Degree in paralegal studies or a related field, OR
- 1 year of equivalent real-world experience in a paralegal or similar position

Pay and Benefits

Pay will be based on education, experience, technical expertise and overall ability to perform the job. Pay range will be \$12.00/hr to \$15.00/hr.

Other benefits include partially paid health and dental insurance for full time employees, matching 401k, 1 week paid vacation after 180 days of employment, 2 weeks paid vacation after 1 year, 3 weeks paid vacation after 3 years, and 4 weeks after 6 years, and a paid day off on your birthday!

If you're smart, talented, and motivated, and you want a challenging *and* rewarding position, this job is for you. Email a detailed cover letter with a description of your talents and strengths to BrycePackham@North-American-Recovery.com.

If you'd like to know more about our company visit our website: www.North-American-Recovery.com. Or check out our LinkedIn page or our Facebook Pages:

<https://www.linkedin.com/company/north-american-recovery>

<https://www.facebook.com/NorthAmericanRecovery>

Equal opportunity employer.