

# RECRUITMENT BRIEF

<b>Vacancy</b>	<b>Trace Executive</b>
<b>Team</b>	<b>Incasso LLP</b>
<b>Location</b>	<b>Leeds</b>
<b>Partner/Associate</b>	<b>Mark Taylor</b>

## Background

Incasso is established as one of the market leaders for debt recovery in the UK. Acting for both commercial and consumer organisations, we were recently ranked number one debt recovery provider in Yorkshire by Legal 500 and Chambers and Partners UK Guide.

We offer a complete debt recovery service incorporating pre-legal, trace and legal solutions, which give our clients total flexibility. Taking into account commercial considerations, Incasso provide advice on the legal options available & endeavour to tailor their service to fit in with the client's own working systems & practices.

## The Role

### Key Tasks:

- Responsible for the day-to-day processing of your own caseload.
- Undertaking work for both key clients and smaller clients in their entirety
- Acting on and responding to incoming post
- Making trace enquiries via the telephone and various databases to obtain the debtors address
- Using a fully automated debt recovery software known as Liberate and then progressing the cases through the workbox environment utilised by this software
- Communicating the trace results back to the client or fee earner
- Reporting in to the Collections Manager you will form an integral part of a highly motivated and very successful debt recovery department
- Responsible for liaising with external agents to ensure service levels and turnaround times are maintained
- Checking and processing invoices/statements

## The Person Specification

- The successful applicant will need to be confident and be able to demonstrate a track record of telephone based techniques/administration
- An ability to work on your own initiative whilst being a team player is essential
- A background in a collections environment or a legal environment would be advantageous but not essential
- IT Literate
- Excellent communication skills
- Excellent organisational skills