



Crowe DNA (Pty) Limited

Unit 201, 2nd Floor, Crossfire Place
15 Gardner Williams Avenue, Paardevlei
Somerset West, 7130, South Africa

P O Box 156, Somerset Mall
Somerset West, 7137

Main +27 (83) 461 5933
www.crowe.com/za
infodna@crowe.za.com

Vacancy: Legal Collections Administrator

Date: 24 June 2021

Our client in the Property Management industry are seeking a Legal Collections Administrator to join their team!

The purpose of the position is to ensure that arrear levy accounts of community scheme owners are pursued vigorously and effectively and collected on behalf of the community scheme whenever possible. To manage and approve payments to attorneys and to report on arrears status.

This role will be responsible to:

- Review level age analysis;
- Discuss arrear status with owners;
- Manage attorneys; and
- Provide information to internal clients.

Lastly, our **key requirements** include:

- Grade 12 or equivalent;
- Diploma or Degree advantageous;
- Minimum of 2 years' experience in legal collection process preferred; and
- Experience in property management will be advantageous.

If you meet the above requirements and are seeking to join a growing business, then this position is for you!

Applications close 31 July 2021, Submit your CV to infodna@crowe.za.com today!