

Market Edge Realty LLC

Collection Specialist

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of a growing team? Would you describe yourself as detailed, service oriented, thoughtful, communicative, and love technology? Well, we are looking for people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!

A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for a Collection Specialist who can effectively communicate with tenants, landlords, and the corporate office while working in a fast-paced office environment. The right person for this opportunity will be great at working with numbers and pays close attention to detail and legality. Hard work is rewarded financially and in other ways. Experience is important, but most importantly you will need to exhibit passion, pride, and ownership in what you do.

Job Responsibilities :

- Handle all Non-Pays.
- Handle Evictions Collections.
- Handle all Judgements.
- Handle all Garnishments.
- Follow through delinquency process up to, and including, eviction.
- Comfortable answering moderate-heavy phone volume.
- Use multiple forms of technology to track down individuals who owe past balances.
- Search local exchange carrier listings, white pages, credit files to find information.
- Use credit report modules to aid in difficult searches.
- Complete administrative tasks and special projects.
- Create payment plans if necessary and approved.
- Close out long-forgotten past balance accounts.
- Understand resident ledgers.
- Adhere to company guidelines and policies.

Job Requirements:

- Skip Tracing Experience is **required** – the experience and ability to trace individuals who owe past balances is a must.
- Experience in Property Management is encouraged.
- Impeccable appearance.

- Complete understanding of leasing and home buying process.
- Amazing attitude – cheerful and confident.
- Ability to work in a busy office and maintain professional atmosphere.
- Confident using multiple platforms of technology.
- Become certified in any software the company utilizes to service clients.
- Pass a Background and Credit Check.
- Pass a Drug Test.

Compensation:

- Hourly Rate is \$15 - \$25, DOE.
- Position is W2.
- Position is Full-Time.

Flexible Schedule!

Extras:

- Monday-Friday – Weekends are for relaxing!
- All Federal Holidays Off!
- Company Parties – We are family!
- Comprehensive assessments upon hire to determine your style of working – We use these to get to know you better so we can all work together without workplace drama, plus it helps to determine your best skills to use to your advantage!

Opportunities available to obtain your Real Estate License and other certifications and education through our company... we want to INVEST in you!

Please apply to join our fast-growing company in a fun and upbeat Team environment!

*****Please call (480) 561-0069 and follow the instructions on the recording.**