



Van Velden - Duffey

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COLLECTIONS SECRETARY

An exciting and challenging position for an experienced person who is highly meticulous and enjoys working in a pressurised environment.

REQUIREMENTS:

Grade 12 certificate

Must be fully computer literate (Windows, MS Word, Excel),

Proficiency in both Afrikaans and English essential,

A minimum of 3 yrs experience in collections at a law firm

Must understand legal debt collection process and be familiar with debt collection procedures and legal documents.

Strong administration skills

Stable career record and contactable references.

We offer excellent working conditions and a competitive salary package

Your application together with a complete CV as well as proof of qualifications may be faxed for attention:

Kirsty Klopper 086 509 4247 or email kirsty@vvd.co.za