

## **Insolvency Administrator (Input and Review)**

We are currently seeking an individual to join our team as an Insolvency Administrator with a focus on inputting and reviewing. The successful candidate should have a strong background in insolvency.

### **Responsibilities**

- Inputting all data/file particulars in a timely manner
- Determining if documentation is missing and communicating with individual debtors to obtain the outstanding information
- Running all asset related searches
- Provide backup for review/quality control of files as needed, ensuring Firm standards, OSB standards and CAIRP standards are met
- Meet with new debtors as needed
- Other responsibilities that may be determined

### **Skills required include**

- Strong computer related proficiencies including Microsoft office (Word/Excel/Power Point and Outlook)
- Knowledge of Insolvency Software preferably Ascend
- Excellent organization and communication skills, including the ability to write and express yourself verbally in a professional manner
- Able to work in a fast-paced environment and adaptable to change
- Time management skills including the ability to prioritize multiple and sometimes conflicting demands and often work under time pressures and deadlines
- Confidence in interaction with external clients
- Pleasant with always positive and professional manner

### **Location of Position**

Any of the below:

Ontario

Nova Scotia

New Brunswick

Newfoundland and Labrador

Prince Edward Island