**DEBTORS ADMINISTRATOR FOR LEADING LETTING AGENCY**

Our well established residential letting agency, *Chorus Letting* is currently looking for an energetic and well organised individual, with strong administration skills for the role of *Debtors Administrator* to join our busy and dynamic team. The successful candidate must be able to contribute to the service level expectation of a goal orientated team whose focus is on providing world-class residential letting services.

Your role is to attend to vigorous debt collection, which will assist us with achieving our collection targets and assist us in striving for zero defaulting tenant, which means we are improving the cash flow of the property owners.

**The Key duties and responsibilities would include:-**

- Basic tenant account queries
- Assist in finding the source of unallocated payments
- Extract late payers list
- Follow up on defaulting tenants for rent, utilities & outstanding admin fees
- Follow ups including telephone calls, emails, LOD's and blacklisting
- Send Late Payers SMS and letters via Unibase
- Send Letter of demands via TPN
- Sending Notice to Vacate letters to defaulting tenants
- Reporting delinquent tenants to portfolio managers
- Submission of late payment penalty charges to be billed
- Submission tenant billing instruction where applicable
- Accounts liaison
- Accounts recons

**Key attributes you would have include:-**
- A positive attitude
- Well organised
- Excellent attention to detail
- Highly focused & motivated
- Proactive & Solution focused
- Can communicate well
- Committed to Excellence
- Trustworthy & honest
- Strong administration & computer skills

Together with the interview application form, please forward a short paragraph best describing your four strengths and two weaknesses.

This is a salaried position dependent on experience and skills. Applications close on Wednesday, 06 February 2019.

*We thank you in advance for your response, however due to high volumes of response only successful applicants will be contacted.*

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