

Job Posting

Norcross firm seeks registered neutral for part-time, independent contractor position in Collections department to correspond with defaulted members and customers of firm clients by phone, email, and letter contact in order to negotiate settlement of account balances between borrowers and clients. Hours will be very flexible and anticipated at 20-25 per week. Verbal and written communications skills must be excellent, empathy is greatly beneficial, courtesy and professionalism are absolutely required, and any experience in settlement negotiations, debt collections, or litigation would be useful. The ability to prepare limited, template-based legal pleadings to commemorate settlements (in the form of consent orders/judgments to be filed) will be necessary. Training will be provided, also including training on relevant aspects of the FDCPA and the CFPB's relevant guidelines. Interested neutrals, please contact Adam Cleveland at 404-403-4305 or acleveland@tokn.com. Please include a brief resume.