

LEGAL CADETSHIP POSITION DESCRIPTION

POSITION TITLE:	Legal Cadet
THE LEGAL CADETSHIP PROGRAM	<p>The Legal Cadetship is an initiative of Mendelsons National Debt Collection Lawyers in association with Prushka Fast Debt Recovery.</p> <p>It recruits, trains and promotes law school graduates and pre-graduates.</p>
POSITION TYPE:	<p>The Cadetship is for a period of up to 18 months, initially Cadets will be offered a 12 month Fixed Term Contract.</p> <p>Upon successful completion of the 12 month Contract, it is likely Cadets will be offered a further 6 month Fixed Term Contract.</p>
LEVEL/SALARY RANGE:	Salary negotiable commensurate on experience
LOCATION:	Head Office - 8 Station St Mitcham
EMPLOYMENT HOURS:	<p>Monday – Thursday 8.45am to 5pm</p> <p>Friday – 8.45am to 4.15pm</p>
BREAKS:	<p>Lunch break - 30 minutes each day</p> <p>Tea breaks - 2 x 10 minute tea breaks</p>
DEPARTMENT/GROUP:	May involve secondment to various Teams within the organisation as part of your training
REPORT TO:	Relevant Dept Team Leader/Managers
DRESS CODE:	Professional Business attire
LEAVE ENTITLEMENTS:	<p>Annual leave of 4 weeks per annum</p> <p>Personal leave of 10 days per annum</p> <p>* Pro rata for Part time employees</p>
PERFORMANCE REVIEWS:	Performance will be carefully monitored throughout the duration of the Cadetship
SUPPORT	All successful applicants will be mentored and encouraged to ask questions. You will be provided ongoing support from your Team Leader/Managers together with guidance and assistance from various other departments within the company such as HR, Accounts, our specialist Law Firm – Mendelsons Lawyers.
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> ● Attention to detail ● Clear thinker ● Ability to work at a fast pace whilst ensuring quality of work is of a high standard ● Intermediate Word and Outlook; ● Clear and concise phone manner; ● Ability to relate to people at all levels; ● Able to convey information effectively;

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- Excellent communication skills;
- Strong literacy and numeracy skills;
- Able to manage one's own time effectively;
- Able to spend approx. 6 to 7 hours per day in a seated position;
- Able to spend considerable part of the day working on a computer/telephone;
- Minimum keystroke speed of 70-80 strokes per minute with over 90% accuracy;
- Ability to concentrate on a task over a prolonged period of time without being distracted;
- Desire to work toward targets and to be judged on the results achieved;
- A creative mind which is interested in learning new procedures and techniques
- Ability to function as part of a team;
- Willingness to work strictly according to the Prushka and Mendelsons Collection system;
- Strong negotiation skills;
- A professional work ethic;
- Capacity to work with minimal supervision;
- A flexible attitude toward change.

The initial 12 month period involves the carrying out of debt recovery activities on behalf of Prushka as well as participating in Lawyer meetings together with in-house CPD's.

Key duties include:

- Making outbound calls and receiving inbound calls
- Adhere to the Prushka collection system;
- Achieve daily/monthly targets;
- Provide excellent Customer Service to existing clients;
- Promote Prushka products and services to existing clients;
- Work strictly within the Privacy Act and Debt collection guidelines & LSBC guidelines;
- Work through internal diary/queuing system;
- Work through internal and external databases;
- Update of internal database;
- Order letters/emails on internal system;
- Review outgoing mail;
- Send emails;
- Locate debtors using internal and external databases;
- Prepare files for legal action prior to post judgment stage;
- Recoveries on files prior to post judgment stage;
- Liaise with clients and debtors via telephone and email;

- Enter notes of conversation with clients and debtors on database;
- Maintain hard copy filing system (where necessary);
- Liaise with other departments within the company structure from time to time;
- General administrative tasks including faxing and photocopying;
- Maintain a clean and healthy work environment.

Providing Cadets meet expectations, an additional 6 month Contract may be offered, which would see legal duties progressively integrated.

Offer of a position as a Lawyer into the Law Firm will depend on successful completion of the Legal Cadetship and availability of a position.