



Rifco National Auto Finance

Investing in our people – Integrity – Innovation – Partnership – Pride

LEGAL SPECIALIST

Are you looking for an exciting opportunity?

We are looking for a **Legal Specialist** to work in our head office.

SUMMARY OF POSITION

- Contribute to the reduction of loan losses on termed accounts by initiating lawsuits and subsequent garnishes that contribute to the recovery of termed loans
- Prepare and submit of paperwork to obtain judgements in Alberta; liaise with lawyers in other provinces to obtain judgements
- Negotiate settlements and payment arrangements as appropriate to ensure consistent legal recoveries
- Update legal reports on a consistent basis
- Ensure all monies that are held in trust are sent to Rifco in a timely manner
- Complete Legal Documentation in a timely manner including drafting consent agreements and legal warning letters

Your attributes include:

- Critical analysis to determine the best course of action with all legal accounts
- Critical analysis to determine that we are making the most informed decisions with regards to judgments and garnishees
- Ability to reduce errors in judgement

As the ideal candidate you possess:

- 2-3 years of experience
- High level of accuracy and attention to detail
- Strong computer skills including typing and Microsoft Office
- Strong time management
- Strong communication and written skills
- Commitment to privacy and ethical conduct

Are you ready? Let's talk.

Rifco National Auto Finance has been providing Canadians with non-prime auto financing options since 2002. We've secured ourselves as one of Canada's fastest growing auto financing companies due to our personalized service and commitment to building strong, long-lasting partnerships. Headquartered in Red Deer, Alberta we pride ourselves on being inclusive, having integrity and investing in our people.