

# PINNACLE ASSET GROUP LLC

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|-------------------|-------------------------|----------------------|----------------------------|
| <b>Job Title</b>  | <b>Claims Associate</b> | <b>Management</b>    | <b>Non-Management</b>      |
| <b>Department</b> | <b>Pre-Legal Review</b> | <b>Salary</b>        | <b>Based on Experience</b> |
| <b>Location</b>   | <b>Orchard Park, NY</b> | <b>Work Schedule</b> | <b>Full Time</b>           |

## **Qualifications / Requirements**

*All applicants must have a High School Diploma or GED certificate.*

- Previous pre-legal collections experience required
- Basic computer skills
- Accurint skip tracing knowledge
- Ability to maintain the highest level of confidentiality
- Great interpersonal skills
- Ability to empathize and negotiate win-win payment agreements
- Must display the ability to multi-task
- Work a minimum of 2 evenings per week and maintain reliable transportation

## **Primary Responsibilities**

- Knowledge and comprehension of all Federal, State and Local laws and regulations that pertain to the collection industry.
- Professional and courteous communications with consumers with the goal of providing mediation assistance and fair voluntary claim settlement solutions.
- Utilize skip-tracing tools to locate relevant consumer information for location and claim notification purposes.
- Properly document and update computer files to reflect calls made and received

**Qualified candidates should sent a resume to:**

**[recruiter@pinnacleassetgroupllc.com](mailto:recruiter@pinnacleassetgroupllc.com)**

**Or contact our recruitment department at 716.240.8870**