

Judicial team agent (M/F/X)

Iuris-Link is a key-player in the debt recovery business in Belgium (amicable and judicial procedures), thanks to strong partnership with bailiffs and a large lawyer's network. The company is located in Evere. Together with our 25 colleagues, we work every day to provide our clients with a tailor-made service, recovering unpaid invoices with severe ethics and deontology standards. We offer an efficient recovery thanks to an optimal combination of amicable recovery and official judicial procedures if necessary. We always consider social aspects and the commercial relationship between our clients and their debtors.

In order to extend our judicial team, we are actively looking to hire a new colleague (M/F/X) :

Daily tasks :

- You represent Iuris-Link in all communications related to judicial files with all concerned parties (*clients, debtors, bailiffs, lawyers, social services, and other third parties*) ;
- You will in charge of file preparation, sending documents for hearings (strict agenda and follow up in place) ;
- You communicate with our clients in order to compile necessary instructions and information to complete files and transfer to appropriate recipient ;
- You maintain all different used platforms up-to-date with correct information ;
- You develop your analytical skills all along with your expertise ;
- You communicate efficiently with your team and third parties with diplomacy, common sense, but keeping always our commercial targets in mind ;
- You strictly respect work procedures set out with our clients, and you will participate in improving these procedures whenever needed ;

Your profile :

- You have a strong sense of priorities;
- Logic, common sense and analytical skills are important ;
- You are able to work independently on the basis of clear instructions;
- You can manage strictly confidential information;
- You master the basic office tools, such as MS Office ;
- You have a positive energy and you are a good team-player;

Strong assets :

- You have a previous judicial expertise ;
- You have a real command of « judicial » Dutch and French (spoken and written) ;

What does Iuris-Link offer ? :

- An attractive salary package, meal-vouchers, Ecopass and a group insurance
- Variable time schedule (to ensure the full coverage between, from 8:00 till 17:00) based on 38h/week
- A fixed-term contract (3 or 6 months based on experience) with opportunity of an open-end contract depending on results
- Continuous support by your colleagues and training program to acquire a maximum of knowledge
- Possibility for partial Homeworking, and easy access to our offices with E40 (Reyers, Chaussée de Louvain) but also with public transportation (bus 21, 79)
- A rewarding experience within a dynamic team

Are you interested in this challenge ? Please send your application to stephane.mertens@iuris-link.eu