



## **Flexiti Financial**

Flexiti has reimagined point-of-sale (POS) consumer financing to drive sales for retailers in-store and online, becoming one of Canada's leading private label credit card issuers. Through our award-winning platform, we deliver a POS financing experience across any device that is customer-centric, simple and intuitive. Without the need to integrate into existing POS systems, retail partners can easily offer the same fast and paperless financing solution across all retail locations and sales channels to increase revenue and build loyalty through repeat purchases. For more information, visit [www.flexiti.com](http://www.flexiti.com).

## **Insolvency Administrator, Collections Operations**

Flexiti Financial is looking for a Insolvency Administrator Collection Operations. Reporting to the AVP, Risk Strategy. The Insolvency Administrator will be part of the team that oversees Flexiti's Insolvency Management Operations (Bankruptcies, Consumer, Proposals, etc.) on a daily basis to ensure Flexiti files responses on a timely basis in order to maximize dividend recoveries! This position requires high attention to detail, strong organizational skills, and enjoys processes and administrative duties.

The role will be responsible for working with Flexiti's 3<sup>rd</sup> party service provider First Canadian Title (FCT), ensuring that all required documentation is updated in Insolvency Link in an accurate and timely manner. The incumbent will also be responsible for answering questions posed by First Canadian Title FCT and insolvency trustees in order to prepare insolvency claims.

This is a wonderful opportunity for someone looking to be part of a fast growing company and help contribute to Flexiti's bottom line!

## **Responsibilities**

- Maintain knowledge of Flexiti's product offerings and processes.
- Supporting collections operations on a day-to-day basis.
- Filing necessary documentation through Insolvency Link to communicate with Insolvency Trustees.
- Working with accounting to ensure dividend payments are received and processed.

## **Qualifications**

- Proven background dealing with attention to detail and multi-tasking
- Organizational skills to organize workload
- Good oral and written communication skills to communicate effectively with staff, inspectors, creditors and OSB
- Analytical skills to analyze account activities
- Interpersonal skills to deal with team members and staff
- Excellent computer skills and proficient with Microsoft Office (Outlook, Excel, Word)
- Familiar with insolvency processes and requirements and asset
- Experience working with insolvency software an asset



### **What We Offer**

Below are just a few reasons why people love working here:

- An opportunity to be a part of an award winning and fast growing company
- An innovative culture that promotes autonomy and flexibility
- A dynamic team and working environment that provides ongoing support
- Competitive compensation package commensurate to experience