



**Choice Recovery**  
1550 Old Henderson Road, Suite 100  
Columbus, Ohio 43220  
Ph: 614.358.9900  
[www.choicerecovery.com](http://www.choicerecovery.com)

## ***Administrative Support***

### **Who we are:**

We are the “best medium size business to work for in Central Ohio” (Columbus Business First). We’re a debt recovery firm that helps consumers find employment in order pay their debt. Our leadership structure is unique; there are no managers or bosses, our team is self managed and is driven by industry leading commissions. This creates a culture of personal and professional excellence guided by our core values of personal responsibility, ownership-mindset, constant and never-ending improvement, vision over visibility, distinct & deeply connected, and love.

### **Advantages:**

- Opportunity to earn career advancement, additional income, and leadership roles
- Ability to influence and contribute to all areas and functions of Choice Recovery
- Frequent contests and competitions that make every day unique and exciting
- A team whose purpose is to make you better and become the best version of yourself
- Customized leadership development programs for personal and professional growth
- Heavy emphasis on community service

### **Job Summary:**

These roles are to help as many consumers and clients as possible by offering world class phone support, attacking our inbound call traffic, and entering vital data. This extremely important position requires passionate individuals who can work in a fast paced environment, communicate exceptionally well, and can organize and manage a variety of tasks on any given day.

### **Responsibilities:**

- Provide unparalleled service to our clients
- Handle inbound call traffic
- Data Entry

### **Desired Qualities:**

- Kindness
- Strong organizational, negotiation and time management skills
- Ability to troubleshoot independently and efficiently
- World class customer service skills
- Great telephone demeanor and interpersonal skills
- Ability to think creatively and critically
- Possess an entrepreneurial mindset
- Never-ending desire to grow and improve
- Strong leadership and communication skills
- One who will challenge the system

### **Benefits:**

- Flexible schedule: work when you want (40hrs/wk)
- 401K Matching
- Health, Vision, Dental, Life Insurance
- Two Weeks PTO granted after 90 days