



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

## **Administrative Assistant**

### **Who we are:**

We are an unusually awesome collection agency that helps businesses recover unpaid bills. Unlike other agencies, we help consumers get out of debt by helping them find new jobs. We operate under six key **core values** that guide us as a company: Personal responsibility, Ownership-mindset, Constant & never-ending improvement, Vision over visibility, Distinct & deeply connected, and Love.

### **Why work with us?**

Aside from being recognized by Columbus Business First as the #1 medium size business to work for in Central Ohio, we promote a culture of personal and professional excellence which creates an amazing office atmosphere. Our leadership structure is unique. Everyone is on a Forum, made of 6-8 peers, who self-manage themselves while contributing towards overall company success. Teams, full of strong leaders who know how to communicate and execute, strive to create a culture of accountability, feedback, and performance.

### **Additional Benefits:**

- Opportunity to EARN career advancement, 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
- Join 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:**

An administrative assistant's role is to help as many consumers and clients as possible by offering world class phone service, supporting our collection staff, and entering vital data. This extremely important position requires an individual who can work in a fast paced environment, is proficient with computers, and can organize and manage a variety of tasks on any given day.

### **Responsibilities:**

- Data entry
- Answering phones and directing calls
- Administrative support of our Choice Recovery team with day to day office responsibilities

### **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