

At Cabot, we pride ourselves on being the best at what we do and we recognise that it's the people that make the difference to any organisation. So, are you ready for a new challenge?! As we are on the lookout for a Portfolio Implementation Junior Analyst to join our Portfolio Implementation department in our dynamic Kent office!

**Not heard of us? Here's our story:**

Cabot Credit Management (CCM) is a market leader in credit management services including debt purchasing, contingency collections, business process outsourcing and litigation. We are an award winning, Investors in People Gold accredited organisation and we are passionate about the ethical treatment of our customers and employees.

**Things you should know:**

The role involves ensuring the successful and efficient on-boarding of new assets onto our collections system. As a Junior Analyst the role will entail a combination of administrative and technical elements to support the department whilst learning the portfolio implementation process.

- Work within the Portfolio Implementation team to ensure the successful on boarding of new portfolios to contractual deadlines
- Responsible for ensuring quality control and checks at all key stages of the book-on process are documented
- Offering support to Portfolio Implementation Analysts with project work and ad hoc tasks
- Maintaining up to date policies, procedures and work instruction documents for the portfolio implementation process

**The fun facts:**

Not only are we offering a competitive salary of £20-£25k DOE and a fantastic bonus scheme, you will also be entitled to loads of great benefits such as gym membership subsidy, discount and cash back on hundreds of high-street shops, healthcare cash back plan, travel insurance, pension, 22 days holiday, on site massage and health checks plus much, much more.

### **Things we need from you:**

- PC literate - Microsoft Excel, Word and PowerPoint are essential
- Good communication and customer service skills
- SAS and/or SQL (prior experience required)
- Working as part of a larger team and flexible in approach
- Ability to self motivate and work with little supervision to a clear delivery focus
- Ability to work to tight deadlines
- Thinking creatively and challenge the norm
- Ability to effectively communicate complicated technical issues to a non technical audience

### **Personal Attributes**

- Team Player
- Good communicator
- Customer service oriented

### **What happens next?**

If this sounds like you and if you would like to join our rapidly expanding company that offers excellent career progression, then we would love to hear from you! We are looking for people to interview now and join us on ASAP!

**Diversity and inclusion** are very important to us at Cabot and we value a multitude of diverse talent within our business. We want everyone to be themselves at work and encourage a culture that includes everyone. Our policies ensure that every candidate and employee are treated fairly and with equal opportunities.

*\*\*At Cabot we are highly regulated by our clients, as such, any successful candidates will have to undergo a basic credit check and criminal background check. Please note that we are unable to proceed to interview stage if a CCI, IVA or Bankruptcy appears on a credit file*