Padgett Law Group (PLG)- Demand Letter Specialist.

Padgett Law Group (PLG) is an elite, full-service creditors' rights law firm with practices in Florida, Georgia, Tennessee, Arkansas, Texas, Ohio, Indiana, Pennsylvania, Mississippi, Alabama, New Jersey, and Illinois. Additionally, PLG offers national bankruptcy, replevin, and loss mitigation services. The firm's practice provides exclusive representation to institutional clients such as lenders, mortgage servicers, credit unions, banks, hedge funds, investors and other financial services industry stakeholders. Leveraging technology in our partnerships with forward-thinking clients gives PLG the ability to focus on the aggressive management and processing of delinquent or under performing loans, providing our clients with an edge when curing or resolving these complex legal matters. In 2019, PLG was recognized by *The M Report*, a leading default services industry publication, as a Top 25 Company to Work For.

At Padgett Law Group, our mission is simple: to attract and retain the most talented individuals within our industry while delivering high-quality legal services to our clients. We understand our crucial role as our clients strive to provide an ethical and empathetic experience. We contribute to that through our long-standing and recognizable firm culture that is visible during every interaction with PLG—and amongst ourselves. At PLG, we stand on our decades-long tradition of merit, respect, hard work, and excellent results, and we use that foundation for every service we provide. As a firm, we believe that our mission can only be truly realized through investment in our core values of People, Precision, and Performance.

At Padgett Law Group, we're not just looking for talented employees to join our growing team. We're looking for leaders who cultivate those around them and contribute to our path forward; we're looking for individuals who appreciate our culture and commit to our shared goals; we're looking for people who want to be more than employees, processors, or paper pushers.

Our vision is to build the most compelling law firm that is home to the industry's best talent, as we are today and as we grow in the future.

What's in it for you?

Padgett Law Group believes in investing in our employees and ensuring that they have all the resources necessary to succeed - including a competitive, comprehensive, and valuable benefits package. As a full-time PLG employee, you will receive:

- 4 weeks of PTO from day one (which increases with tenure)
- Paid Parental and Grandparent Leave
- 7 Paid Company Holidays and your birthday off every year
- Full suite of healthcare insurance options including health, dental, vision, STD, LTD, Accident, Critical Illness, Voluntary Life and AD&D coverage, and more
- Company-covered Term Life Insurance, AD&D Insurance, and Employee Assistance Program
- 401k (with company match)
- Extensive Training and Development Opportunities
- Flexible work schedules including in-office, hybrid, and remote working capabilities

We are currently hiring for a Demand Letter Specialist.

The Demand Letter Specialist is responsible for preparing and finalizing demand letters for cases across all states in which the firm operates. This role involves managing the end-to-end process of gathering necessary documents, reviewing case details, and ensuring timely and accurate completion of all demand letters.

Essential Duties and Responsibilities

The essential functions include, but are not limited to, the following:

Draft and mail demand letters for all clients and states the firm operates in.

o Ensure all demand letters comply with applicable state laws, firm guidelines and client requirements.

o Track progress to ensure timely submission of all demands.

Work within client systems to:

o Complete required client steps

o Request and obtain supporting documents

o Maintain communication with clients and internal teams

o Meet all deadlines

Requirements

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Experience working in default law preferred.
- Ability to work with others in a congenial and team-oriented manner.
- Exceptional organizational skills and the ability to multi-task and adapt to continual change.
- Strong attention to detail.
- Ability to manage multiple priorities.
- Excellent verbal and written communication skills.

Apply at:

https://www.glassdoor.com/Job/montgomery-al-legal-assistant-jobs-SRCH_IL.0,13_IC1127704_KO14,29.htm?ja=289205409&uvk=PayahAg:UnlAypV9aXiT4v1bZjGaA&utm_medium=email&utm_source=jobalert&utm_campaign=jobAlertAlert&utm_content=ja-ja-alljobs-JACTABOTTOM