



Debtfree Management Services Ltd is hiring for Administrative Officers

Our company is specialized in Debt Counselling Administrative Services. It is an innovative and established company with its main clients situated in Cape Town, South Africa. Our team helps with all the administrative tasks that is required so that our client can be legally protected. These tasks are done either by calling the creditors or by email, working on different systems and liaising with the different stakeholders across the business. Debtfree Management Services Ltd has an atmosphere that is vibrant, dynamic and most importantly entrepreneurial and people oriented.

Situated at: 5<sup>th</sup> Floor Mindspace Building, 45 Wall Street, Cybercity, Ebene

Duties are as follows:

- Input data on all our systems e.g. Bank statements, Personal information of the client, Power of Attorney
- Call Credit Providers for different documents
- Drafting of legal documents e.g., Affidavits, Legal Applications.
- Preparing the Legal Application to be sent to Court and Tribunal.
- Assisting clients in doing their budgets
- Ensuring a good quality of work is delivered to all stakeholders.

We are currently looking for degree holders in any field

Duration: Full Time

Experience: (Optional) not necessary

Remuneration: Negotiable

Working Days/ Time:

You may be asked to work from home from time to time and the time frame may be from

- i. 08:00 to 17:00 or
- ii. 10:00 to 19:00

Send your CV/ Motivation Letter on: [info@dmsltd.mu](mailto:info@dmsltd.mu)

By: **20<sup>th</sup> July 2023**

Learn more on their company:

<https://www.facebook.com/debfreemanagementservices>

[https://instagram.com/debtfree\\_management\\_services?igshid=MmU2YjMzNjRIOQ==](https://instagram.com/debtfree_management_services?igshid=MmU2YjMzNjRIOQ==)