

Chapter 13 Bankruptcy Trustee seeking a Post Confirmation Case Analyst to join our team in Portland, OR

This multi-faceted role is essential to the efficient operation of our Post-Confirmation Department. We are looking for a well-rounded individual who has exceptional organizational skills, is highly detail oriented and has the ability to self-direct to join our team.

Responsibilities:

- Case Management
- Claims Processing
- Correspondence with Attorneys, Clients and Creditors
- Process Escrow Requests
- Run Weekly & Monthly Reports
- Perform other duties as assigned

Requirements:

- Minimum 3 years office assistant experience
- Proficiency in Windows Operating System & Microsoft Office suite (Word, Excel, Outlook)
- Working knowledge of PDF software Adobe Acrobat (creating PDFs, document mark-up, redaction)
- Ability to prioritize job duties
- Ability to multi-task
- Ability to work as a team member
- Reliable
- Dependable
- Bankruptcy legal office experience a plus
- Pacer and ECF experience a plus

Position: Full time, 40 hours per week, M-F.

Benefits: Generous retirement plan, health Insurance (100% for qualified employee), vision, dental, life, generous paid time off (PTO), federal holidays and transportation/parking allowance.

Compensation: Salary dependent on experience.

Eligibility: Must be able to pass background and credit checks. COVID vaccination required.

If you are interested in becoming a member of the Chapter 13 Bankruptcy team submit your resume and cover letter to: info@portland13.com. Include job title **Post Confirmation Case Analyst** in subject line of your email.