

JOB OPENING: COLLECTOR

Pay:

Pay will depend on working experience.

Hours:

40 hours per week

8AM till 5PM Monday and Wednesday with an hour for lunch

8AM till 7:30PM Tuesday and Thursday with an hour for lunch and half hour from 5PM till 5:30PM for dinner

8AM till 12 on Friday

Benefits:

Immediately: Holidays and Bonuses

After a 90-day training period-- group insurance (you pay half and the company pays half) & a Credit Union Membership

After one year--Compensated time for 5 days vacation and 7 days sick time.

Job Description:

Your duty is to make telephone calls using an automatic dialing system and readily knowing the answers to FAQ.

You would be responsible for maintaining a complete collection portfolio using the support framework designed. i.e.: learning policy and procedure for accessing letters, sources of needed information and scheduling requirements to achieve successful recovery.

Employees must develop technical knowledge to add, change and delete information in the file screens, memorize action codes, properly use forms for department networking, skip tracing methods, and in general mastering the collection system to appropriately and effectively work the debts assigned to you.

Displaying a professional manner while selling, teaching and showing the debtors how to pay the debts in full timely will benefit them as well as the creditor. Using the verbal skills and communication techniques taught during the training courses to manage people to the point public opinion remains in favor of our clients.

We are looking for employees who can prove able to work unsupervised after the initial training by holding the percentage of recovery on the collection desk at industry standards. Minimizing losses while cost effectively estimating probability of successful recovery and implementing decisions on course of action.

Skills/Qualifications:

Proper grammar, math, typing, a persuasive negotiator who is quick thinking and able to use information at hand to quickly work out result oriented remedies best resolving issues for all parties.

To apply for a job opening, download our application....mail the completed application as well as a copy of your resume, copy of your drivers license and a copy of your social security card to:

SRA

Attn: Lynn Adams

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