

Debt Collector Job Description

Pay:

Pay will depend on working experience.

Hours:

40 hours per week
8-5 Monday thru Friday with an hour for lunch

Benefits:

Immediately--Holidays and Bonuses

After a 90-day training period--you qualify for the group insurance you pay half and the company pays half. Credit Union Membership

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

Job Description:

Your duty as a Debt Collector is to make telephone calls 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 paying their debts in full, in a timely manner, 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.