

APION

COLLECTIONS OFFICER

We are looking for a collections officer to assist with the collection of outstanding debts. The collections officer will contact clients and inform them of their debts, negotiate payment plans, and ensure payments are made as soon as possible. The incumbent may also be required to institute legal action when payments are not made. To ensure success as a collections officer, you should have excellent communication, negotiation, and mathematical skills, as well as attention to detail. A skilled Collections Officer should be able to reduce company losses by encouraging customers to pay their overdue bills.

Collections Officer Responsibilities:

- Reviewing the company debtor list.
- Contacting customers and informing them of their overdue bills.
- Advising customers on their payment options and suggesting methods of payments.
- Negotiating suitable payment plans.
- Maintaining customer payment records.
- Preparing customer financial statements for banks and the state credit department.
- Writing final notice warnings to customers when payments are not being made.
- Instituting legal action when customers fail to pay their debt.
- Responding to customer queries.
- Contacting lawyers or handing over stubborn debtors to the Recoveries department to facilitate payments.

Collections Officer Requirements:

- Grade 12 School Certificate

OR

Certificate/Diploma/Bachelor's degree in accounting, business management, or a similar field.

- Previous experience working as a Collections Officer.
- Excellent negotiating skills.
- Good written and verbal communication skills.

- Familiarity with state debt collection laws.
- Knowledge of payment plans and accounting procedures.
- Knowledge of office application software, especially Excel.
- Patience and resilience

HOW TO APPLY

Please send application, enclosing CV and qualifications to apionlending@gmail.com

(Deadline:30/06/2024)