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**Job Description**

DEBT COLLECTORS

(4 vacanc available)

1. **OVERVIEW**

We are looking for a reliable Debt Collectors to contact debtors and claim outstanding debts towards their creditors. You will be responsible for recovering the money owed in as little time as possible.

This position can be stressful and difficult. A debt collector will have to be polite and sensitive towards people while also remaining committed to their purpose and persistent. Excellent communication skills and a sense of urgency are extremely useful to succeed in this task.

1. **RESPONSIBILITIES**

* Perform duties assigned by Collection Managers for debt collection from customers.
* Locate and contact debtors to inquire of their payment status.
* Make calls and take necessary steps (site visits) to recover outstanding payments from customers.
* Discuss progress and status with Collection Managers about customers after point of contact.
* Negotiate payoff deadlines or payment plans suggested by Collection Managers to Customers.
* Report to the Collection Managers daily on Debt Status Reports.
* Compile a list of debtors unwilling or unable to pay after various attempts and submit the report to Collection Managers for further action.
* Comply and adhere to the rules and regulations of ML during debt collecting.

1. **QUALIFICATIONS & REQUIREMENTS.**

* Proven experience as debt collector
* Experience in working with targets and tight deadlines
* Knowledge of relevant legal requirements
* Working knowledge of MS Office
* Excellent communication and people skills
* Apt in negotiating and persuading
* Ability to be polite and compassionate without lacking confidence
* Completion of the studies in SPM is required