

PART-TIME COLLECTION SPECIALIST

free-classifieds-usa.com



Contact: emon

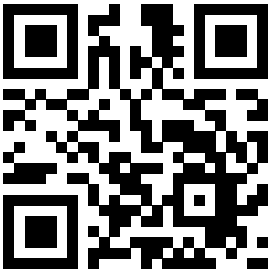
Phone:

Address: Miami, Florida, United States

Price: Check with seller

Description:

We are looking for an Account Representative/Administrative Assistant to manage assigned client accounts and collect outstanding payments. You will strike a balance between maintaining trustful relationships and ensuring timely payments from clients.Responsibilities:Be the main point of contact of assigned customers.Contact clients to ask about their overdue payments.Receive payment on overdue accounts.Pass on issues to account managers when needed.Approach assigned clients through phone calls, email etc. to arrange payment.Report on collection activity and accounts receivable status.* Requirements:Experience in customer service is a plus.Working knowledge of office equipment like printers and scanners.Proficie...



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