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# Example of Mortgage Collector Job Description

Our innovative and growing company is looking to fill the role of mortgage collector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for mortgage collector

* Must be comfortable using a computer and keyboard
* Good computer skills, including MS Office products
* Strong organizational skills, excellent oral and written communications skills
* Three to five years of experience in collections and/or customer service activities
* 15% travel to Boca
* 3 years experience with a proven performance record

## Qualifications for mortgage collector

* Prior experience in Mortgage Collections a plus
* Prior experience in MSP ( Mortgage Servicing Platform) a plus
* Intermediate role (1-3+ years in a call center, collections, or client-facing customer service experience position)
* Moderate knowledge of financial products to include checking accounts, credits cards and loans
* At least 1 year of customer service
* Must have a desire to educate and assist troubled customers