



Example of Cash Collector Job Description

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Our company is growing rapidly and is looking for a cash collector. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for cash collector

- Managing disputes
- Improve cash across the portfolio at every opportunity by encouraging preferred payment methods and educate customers to improve payment patterns, and minimise overdue debt without compromise to customer satisfaction
- Understand impact of DSO on overdue debt and delivery to targets and ensure promises made to the customer are kept, with proactive contact where failure is anticipated
- Achieve and exceed targets for overdue debt and work package completion are met consistently, ensure taht quality and professionalization is not compromised
- Manage daily work across the portfolio based on management agreed priorities, demonstrate and promote 'Best Practice' and share learning and knowledge
- Ensure that these are compliant with the credit management policy and understanding the local regulatory, fair trading and competition rules relating to their work sufficiently to be able to comply with them
- Collecting due receivables
- Influencing customers, negotiating and building long term business relationships
- Cooperating closely with other teams (customer service, sales, finance managers)

Qualifications for cash collector

- Having commercial awareness in an international global environment is a must
- Background in F&A, Economics or Business Administration
- SAP and Customer Master data process knowledge
- Minimum experience – 2-3 years experience in related customer support areas or equivalent
- Preferred experience – experience with Accounts Receivable
- Minimum education – University degree