



## Example of Collection Representative Job Description

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Our innovative and growing company is looking to fill the role of collection representative. 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 collection representative

- Cash Collections – reminding payments from clients who didn't pay on time - over phone and email
- Credit Management of all clients – decisions about potential increase of credit limit
- Order release – decision about customers receiving their goods or not, in case order is blocked
- Analyze credit reports
- Upload invoices to selected accounts daily, print invoices and statements to send to customer
- Backup cash application position
- Special projects, as requested by manager
- Responsible for Cash Collections and Credit Management
- Communication with clients of Johnson and Johnson – hospitals and clinics
- Prioritize and plan work tasks using time management and organization

### Qualifications for collection representative

- Experience with data entry, allocation, and EDI
- Knowledge of policies, procedures, and applicable laws, statutes and regulations (e.g., Robinson Patman, Uniform Commercial Code) for collecting delinquent accounts, loans, and/or receivables
- This position interacts with various levels of personnel both inside and

- Requires experience ideally operating in a busy accounts receivable or customer service function dealing with Public Commercial customers
- Must demonstrate excellent computer skills
- Native in Croatian language written and spoken