



Example of Collection Representative Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position 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

- Will communicate on a daily basis with updates to Management regarding investigation results, transactions
- You will be responsible for Cash Collections and Credit Management for Nordic countries
- You will be responsible for Cash Collections and Credit Management for Dutch speaking countries
- You will be responsible for Cash Collections and Credit Management for French speaking countries
- Perform collection duties of accounts receivable for an assigned area
- You will be responsible for Cash Collections and Credit Management for German speaking countries
- Cash Collections – reminding payments from clients who didn't pay on time, discussing reasons, agree next steps - over the phone and email
- Responding to specific questions from local organizations, customer service, compliance and other stakeholders
- You will be responsible for Cash Collections and Credit Management
- You will be responsible for Cash Collections and Credit Management for Italian speaking countries

Qualifications for collection representative

- Education - High School diploma minimum
- Bi-lingual (Spanish / English) is highly preferred but not required
- One (1) or more year(s) 1st party collection experience in a call center highly preferred
- Ability to negotiate redemptions with customers