



Example of Collection Supervisor Job Description

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Our company is hiring for a collection supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for collection supervisor

- Manage and develop the team through regular communication, training and evaluation sessions
- Ensure compliance with Nestlé practices for accounts receivables
- Support initiating simplification and standardization projects
- Support process of benchmark within accounts receivables
- Prepare monthly department updates to Store Manager
- Partner with distribution centers, customer service, and accounting when necessary
- Knowledge, understanding, compliance, and enforcement of all Federal and Local laws and regulations relating to job duties
- Score on Leadership Development surveys must be a minimum of 80%
- Performance coaching, scorecards, development plans, and agent administration must be accurate and executed in a timely manner
- Team retention should be at a minimum of 95% monthly and negative attrition should be no more than 4% monthly

Qualifications for collection supervisor

- Excellent interpersonal & communication skills, and demonstrated organizational and leadership abilities
- Requires high level of analytical ability, and strong knowledge of system analysis and data gathering techniques
- Ability to work independently towards specific goals and objectives and

- Knowledge of computers, specifically healthcare, word-processing and spreadsheet applications
- Bachelor's degree in Business, Accounting or a related field or five + years of experience
- Three to five years experience in credit and collections dealing with major retailers