



Example of Collection Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of collection. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for collection

- Processes all consumer disputes received from the credit bureaus and coordinates electronic updates to Borrower's credit reports
- Read and write English required
- Ability to work well with timeline goals
- Experience managing a team in a sample/production environment
- CAD pattern drafting and digitizing experience a plus
- Must be proficient with MS Outlook
- Provides stakeholder support and performs a vast array of collection manager duties with no guidance
- Invoice the customers
- Create invoice outputs and send to external partner (who prints and sends the invoices)
- Issues and sends official receipt to customers

Qualifications for collection

- European house fashion experience is a plus
- The ideal candidate has more than 6 years of working experience in banking credit collection with strong credit sense and keen insight, being able to identify loophole or inefficiency in credit policies or procedures and provide suggestions on improvement
- Education background in Management
- Knowledge of fashion and luxury market

