



# Example of Collector Job Description

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Our innovative and growing company is looking to fill the role of 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 collector

- Respond to inbound mail from insurance companies and patients
- Appeals claims that are improperly adjudicated so they are promptly corrected and paid
- Analyzes accounts and determines when accounts are uncollectible
- Collection of delinquent RAC financed and Orkin Bad Debt accounts in accordance with policies and procedures
- Administration of payment plans on delinquent RAC financed and Orkin Bad Debt accounts
- Negotiate settlements in accordance with company policy
- Review and educate customers on contract details
- Provide customer complaint resolution
- Handles RAC financed Charge-Off accounts
- Performance of Skip Tracing duties on customers that have relocated

## Qualifications for collector

- Ability to identify issues and act independently to resolve them
- Participation in a FANTASTIC incentive scheme rewarding you with vouchers for many High Street stores and outlets
- Full Training provided, equipping you with the knowledge to progress quickly within the role and enabling you to exceed
- On-going Career Progression in a Global Financial Technology company

- Interpretation of procedures and instructions to choose the best resolution alternative