

## Collection Agents

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Company: Max Drive

Location: Douala

Category: office-and-administrative-support

### Role Overview:

We are looking for reliable and seasoned Collection Agents responsible for the proper collection of revenue from Champions and ensuring that every asset generates full value for money.

### What You'll Do:

- Collect daily remittance from champions and achieve collection target to ensure positive cash flow

- Monitor champion accounts to identify outstanding debts

- Find and contact champions to request for overdue payments

- Take actions to encourage timely debt payments

- Report on collection activity and accounts receivable status

- Update account status records and collection efforts

- Record and update account information to aid in account resolution.

- Maintain debtor's book to ensure accuracy of debt status

- Collect and report other fines/penalties fees

- Ensure that all monies received are deposited at the bank daily and evidence of deposit

submitted to the Finance department for confirmation

Ensure that HMO fees and other fees to be deducted are properly collected from the champions in addition to their daily remittance

## **Requirements**

What You'll Need:

National Diploma or degree in Accounting or related fields

Minimum of 1 year proven work experience

Proficient Knowledge of Customer Experience

Experience working as a Loan recovery officer or Teller for a Microfinance/Commercial bank is added advantage

Strong interpersonal and communication(written and oral) skills

Ability to maintain accuracy.

Ability to manage and juggle multiple priorities and projects

Attention to detail

Basic proficiency in MS Office Tools especially Excel

Problem Solving skills

People management

## **Benefits**

Competitive pay & benefits

Premium Health insurance cover

Consistent Learning and Development

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