



JOB TITLE: CREDIT AND COLLECTIONS SPECIALIST

JOB DESCRIPTION

Located in Webster, TX, this position reports directly to the Cash, Credit, Collections and Customer Service Manager, with the overriding responsibility to identify and analyze delinquent customers and pursue appropriate remedies.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

- Obtains account payments by assembling documentation; contacting customer; negotiating settlement or initiating legal action.
- Pursues account payments by referring accounts; monitoring results; creating liens against property; monitoring post-judgment collection efforts.
- Complies with federal, state, and local credit and information legal requirements by studying existing and new credit and information legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains credit guidelines by writing and updating credit policies and procedures.
- Keeps case information accessible by organizing and filing documents.
- Protects organization's value by keeping collection information confidential.
- Other related tasks as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thoroughness | Attention to Detail
- Customer Confidentiality
- Research Skills | Analyzing Information
- Organization | Communication Skills
- Reporting Research Results
- General Math and Data Entry Skills
- Informing Others
- People Skills
- Discretion | Persuasion
- PC Proficiency (especially Excel)
- Time Management

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

- Some college coursework completed or Associate Degree
- Prior practical experience in Credit and Collections

QUESTIONS? CALL 1.800.626.0577

COLT
International

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