

# HIRING NOW



## PAYMENT COLLECTION OFFICER

### JOB PROFILE

### PERSONAL PROFILE

- Achieve assigned monthly recovery and collection target.
- Achieve weekly phasing of collection.
- Responsible in managing recovery activities of assigned areas.
- Responsibility for ensuring customer satisfaction on the service provided, processing and sending of notices and reminders.
- Plan course of action to recover outstanding payments
- Ability to coordinate between all departments internally and also with clients in resolving customer escalations.
- should be a good team player who possess strong interpersonal skills and able to work under pressure.
- Record and update all daily activities accurately to generate reports.

- Fluency in English and excellent negotiation & communication skills.
- Age between 23 - 30 years.
- Previous experience in Customer Service & Payment Collection will be an added advantage.
- Ability to work late hour shift( 11.30 a.m. - 8.30 p.m.).
- Expertise in Ms. Office applications.

Work Location : Colombo, Sri Lanka

Send your resumes to [careers@glceurope.com](mailto:careers@glceurope.com)

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[www.glceurope.com](http://www.glceurope.com)

The logo for GLC, featuring the letters 'GLC' in a bold, serif font. A blue swoosh underline is positioned beneath the letters.