

Credit Collector Job Description

- Monitoring or keeping track of accounts to identify outstanding debts
- Carrying out investigation on historical data for each debt or bill
- Coming up with plans and taking actions to encourage timely debt payments
- Collecting outstanding debts from clients and meeting all collection objectives to ensure positive cash flow
- Offering steady and regular service to customers promptly and accurately
- Getting in touch with individuals or businesses that have delinquent accounts
- Referring debtors to debt counselors if necessary
- Monitoring the actions of debtors that have been connected with to determine if payment terms are being satisfied.