

Debt Collector Job Description

- Monitoring assigned accounts to identify outstanding debts
- Planning and implementing a course of action to recover outstanding payments
- Finding, locating, and contacting debtors to make inquiries on their payment status
- Negotiating pay for deadlines or payment plans
- Overseeing, handling, and answering questions or complaints
- Strictly adhering by requirements when legal action is inevitable
- Negotiating for a settlement in which the customer pays a percentage of the debt to clear it from collections
- Keeping and maintaining collection records with the use of relevant materials or software such as MS Office
- Track and locate debtors through the necessary means to begin the recovery process
- Attending educational programs for professional growth and skill development.