

WE ARE HIRING!

Compass Management International for the office in **Kumanovo** is looking for:

COLLECTIONS REPRESENTATIVE



Responsibilities:

- Collect payments on past due bills.
- Organize list and work on lists of companies that have not made payment's.
- Locate information using credit bureau information, background checks, loan documents, and other paperwork or databases.
- Inform companies of overdue accounts and amount currently owed.
- Collect payment and documentation information.
- Print reports and fill reports for management.

Requirements:

- Fluent in English
- Detail-oriented
- Able to work comfortably in a fast paced environment.
- Able to work in second shift

Candidate personal qualities:

- Good personal organization and time priority management
- Team player that is motivated by the opportunity for advancement
- Well organized and driven to deliver excellent customer service
- Presentation and good communication skills

We offer you:

- Professional and personal growth and accomplishment
- Modern working environment
- Full – time employment
- Full job training will be provided
- Private health insurance

If you are interested in this position, please send us your CV in English.
Only short listed candidates will be contacted.

With submitting your CV or any other document you explicitly consent that we may process your personal data contained therein for the purposes of the recruitment process.