

COLLECTIONS OFFICER

Are you detail-oriented with a strong background in accounting and customer service? We are seeking a **Collections Officer** to join our team and play a key role in managing customer accounts and ensuring timely payments.

Key Responsibilities

- Ensure timely collection of customer payments.
- Monitor accounts and follow up on overdue invoices.
- Maintain positive customer relations and resolve account-related issues.
- Respond to customer queries via phone and email in a professional manner.
- Prepare and issue documents related to customer accounts.
- Accurately post customer payments (cash, cheques, debit, and credit cards).
- Write and issue receipts and post all receipts to customer accounts.
- Upload service reports and maintain proper documentation.
- Post Zero Rating Certificates to customer accounts.

Requirements

- Diploma or Degree in Accounting, Finance, or a related field.
- Proven experience in accounting or collections.
- Proficiency in **QuickBooks** is required.
- Strong understanding of accounting principles and financial processes.
- Excellent communication and problem-solving skills.
- Strong attention to detail and organizational abilities.

We Are Looking For

- A proactive and reliable individual.
- Ability to work independently and meet deadlines.
- Strong customer service mindset with the ability to handle sensitive situations professionally.

- Applicants are invited to submit their resumes by
- **"LICENCED PEST CONTROL TECHNICIAN"**
The Human Resource Manager at:
 - HRMPEST@gmail.com

We thank all candidates for responding, however, only short-listed applicants will be contacted.