

DALTRON

Receivables Collection Officers

Due to the significant growth of our business, Daltron is inviting applications from suitably qualified personnel to fill the position of 'Receivables Collection Officers'. The applicants we are looking for must possess the following qualities:

To be successful in this role you must be:

- Self motivator and success driven.
- Possess initiative and integrity.
- Able to work independently as well as part of a team.

You must also possess the following skills and experience:

- A diploma in Business studies is preferred
- 4-6 years experience in debt collection, meeting collection targets and deadlines
- Experienced with Excel and MS Word software
- Able to communicate well with customers and maintain strong business relationships
- Familiar with debtors' documentation and maintaining updates of customer information in Contact Management software

Interested? Then forward your resume with a covering letter to:

Financial Controller
Daltron
P.O Box 1711, Boroko
NCD
Or email jobs@daltron.com.pg

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