

OPEN POSITION

We have an opening for the following position available at SkyLease Inc

COLLECTIONS CLERK

Reports to: Symone Araujo

Hours: Full Time

Job Description and Responsibilities

To work directly for a credit & collections manager and performs the task of recovering payments from delinquent customers.

To notify or locates customers with delinquent accounts and attempts to secure payment using email, telephone and/or mails form letters to customers to encourage payment of delinquent accounts.

Confers with customer by telephone and email in attempt to determine reason for overdue payment, reviewing terms of sales, service or credit terms contract.

Receiving calls

Negotiate payment arrangements.

Accounts reconciliations

Other duties as assigned.

Background Qualifications

English language

Spanish language

Intermediate to advanced of Microsoft office, excel and word.

Verbal and written communication skills

Must be able to communicate effectively with customers and sales rep.

Ability to work in a fast pace environment.

Posted: July 27 2010

Deadline: July 30. 2010

Submit resume to: Human Resources