

VACANCY ANNOUNCEMENT

Marigot Co-operative Credit Union invites applications to fill the position of Senior Collections Officer:

The successful applicant should possess sound knowledge and qualities of the following:

- Proven experience as debt collector
- Experience in working with targets and tight deadlines
- Knowledge of relevant legal requirements
- Working knowledge of MS Office and databases
- Excellent communication and people skills
- Excellent negotiating and persuading skills
- Ability to be polite and compassionate without lacking confidence

Scope of Role

The Collections Officer will be responsible for ensuring that credit and recovery/collection policies and procedures of the Credit Union best serve the Credit Union and its members.

Essential Responsibilities

1. Conduct review of delinquent loans weekly and initiate and/or make recommendation for remedial/legal action as required
2. Supervise other staff of the department including bailiffs
3. Setting schedules and reporting on collection activities
4. Maintain accurate reports of all attempts to contact accounts or co-maker of accounts.
5. When appropriate work out a mutually acceptable payment schedule which would protect the credit union's interest and the credit of the member.
6. Any payments towards delinquent loans debited from members savings accounts should be authorized by the Accountant or Senior Loans Officer and if needs be by the General Manager.
7. Assisting in maintaining a log of all reports on findings, visitations etc as are required by the Credit Union

Qualifications/Experience

- Minimum of Seven (7) CXC passes including Mathematics and English
- Diploma in Credit Management
- Certificate in Business Studies or Accounting
- 2 more years experience in related field

Applications including detailed Curriculum Vitae, the names and addresses of two references (at least one of whom must be familiar with the applicants work) must be submitted on or before 15 June 2018 to the:

Human Resource Officer
Marigot Co-operative Credit Union
Weirs Marigot
Commonwealth of Dominica