



COLLECTIONS SPECIALIST

JOB DESCRIPTION

A well-established financial firm located in Doral is seeking a Collections Specialist to support their growing organization. The ideal candidate will possess exceptional communication skills, an assertive personality, and a strong drive to succeed. This professional should be self-disciplined, capable of independently identifying and completing critical tasks, and skilled at creating urgency during phone interactions.

Qualifications:

- Strong Communication
- Problem-solving
- Analytical skills
- Handle commercial collections (B2B) (preferred, not required)
- Ability to negotiate and provide solutions quickly
- Able to create urgency
- Be able to work independently
- Comfortable speaking over the phone
- Organized and detail-oriented by nature
- Ability to multitask
- Knowledge of FDCPA practices (preferred, not required)



Requirements:

- High School Degree or equivalent
- Collections 1 year or Sales experience equivalent



Benefits:

- Salary + Commissions
- Medical, Dental, Vision benefits (Kick in first day of employment)
- Schedule (Monday - Friday)
- Dental insurance
- Employee stock purchase plan
- Health insurance
- Paid time off
- Vision insurance



Experience:

- Customer service: 1 year (Required)
- Sales: 1 year (Required)
- Microsoft Excel: 1 year (Required)
- Collections: 1 year (Preferred)

Work Location: In person

- Ability to Commute: Miami, FL 33182 (Required)

Job Type: Full-time

Pay: \$40,000 - \$45,000 per year

READY TO APPLY:

Get in touch with us at
info@ready2hirenow.com

