



Collections Officer
Full Time
Equine Industry
Randwick NSW Location
Salary \$50,000 - \$60,000 + Superannuation

Randwick Equine Centre needs a talented Debt Collection's Officer to join our small team.

The role will see you collect outstanding accounts by negotiating payments with debtors over the phone, taking the initiative to locate debtors and using the legal system to enforce debts as a last resort. You will be responsible for liaising with clients and maintaining client relationships using your superior debt collection knowledge and customer service skills.

Responsibilities:

- Collection of outstanding accounts;
- Liaison/communication (verbal and written) with clients regarding overdue accounts;
- Liaison/communication (verbal and written) with debt collection agencies;
- Liaison with Partners/Associates regarding outstanding debtors;
- Skip Tracing of debtors;
- Assisting with end of month statement processing, checking and mailing
- Processing of payments
- Associated reconciliations
- Other administrative duties consistent with the main functions of this position

To be successful in this position you will need to have exceptional communication and negotiating skills, and will need to undertake your duties using discretion and tact, devising strategies which maintain the high profile of the Practice yet are effective in fulfilling the positions aims.

Knowledge of Vision veterinary software and the Equine / Horseracing industry will be a distinct advantage.

If you enjoy collections and are keen to take your career to the next level apply now for this challenging and diverse role by sending your Resume and Cover Letter to applications@randwickequine.com.au.