
Credit Control Clerk

Responsibilities:

- Collect outstanding receivable through telephone / email
- Prepare monthly statement to customer
- Communicate with internal team and account manager for dispute case
- Follow up account receivable and collection issues
- Arrange daily cheque collection and issue receipt
- Prepare daily report for collected cheque and bank-in
- Handle customers' enquires
- Perform general clerical duties, such as scan document, filing, etc
- Perform ad-hoc project as assigned by supervisor

Requirements:

- Secondary educated or above
- 2 years of working experience in collection or customer service field, related to courier service, telecom, credit card centre would be advantage
- Experience for handling large volume of customer
- Good communication, interpersonal and negotiation skills
- Good command of spoken English and Cantonese

Working Hour:

- Monday - Friday (09:00 - 18:30)

The remuneration package will include 5-day work, birthday leave, 5 days paternity leave, compassionate leave and 12 days annual leave, etc.

Interested applicants, please write in with your detailed resume stating your current and expected salary to email: jobs@royaleinternational.com

All information collected will be used for recruitment purposes only.