



**ENVIRO  
CHECK**

\* To apply send resume to:  
Helen@envirocheck.com

**Skills needed for Collections:**

**The collection specialist**, duties will include. Ensure compliance with Company policies, as well as State, Federal, and other regulatory bodies. Establish and maintain effective and cooperative working relationships with team members and other departments. Working with clients that have delinquent payments history will be assigned accounts. You must demonstrate a professional demeanor when dealing with customers while remaining confident and assertive. Collect payments on past due bills. Utilize multi-tasking and communication skills to work through the account; telephone calls send letters to customers, follow-up, and email correspondence and statements. Utilize computer systems to tracking a list of people who have or have not made payments recent payments. Review terms of payment and services Envirocheck provided. Listen to customer's situations and determine set up repayment agreements how much payment per month. Calculate acceptable percentages for balance following guidelines set forth by the department. Utilize multi-tasking and communication skills, telephones call, sending letters to customers, follow-up, emailing customers' correspondence and statements. Locate customers using security software, generate reports.

**Here is what you need to succeed:**

Good judgment

Adaptability

Effectively Communication skills, utilizing tact and customer service focused.

Desired:

Bilingual in English and Spanish.

Strong computer skills and demonstrated competence in QuickBooks and Google.

Location: Orange, California, US

Company Name: Envirocheck, Inc

Job Type: Full-Time

Salary: \$16.00- \$20.00/ Hour

Monday - Friday 8:00 am - 5:00 pm.

**Successful candidates will also have:**

Must have a minimum of 1-year experience within collections

Have a positive attitude

Passion for helping people with an outstanding balance that is due

Equivalent to a high school diploma or general education degree (GED)