

Position: Office Junior, Receivables Collection

- **Category:** Banking / Finance, Accounting
- **Schedule:** Full-time
- **Salary:** N/A
- **Location:** Phnom Penh

Duties

- Make an initial plan for daily collection and contact customers with due invoices for appointments
- Ensure cash receipts or incoming transfers are correct with invoices and on time
- Ensure all bank notes collected are not fake before leaving the customers' location
- Contact due customers via telephone and maintain consistent follow-up with these accounts by established SOPs
- Convince cash customers to pay by bank transfers instead

Requirement

- Successfully finished Grade 12 exam or pursued a university degree
- High degree of accuracy and attention to detail
- Good communication, attitude, and interpersonal skill
- Fast learner, efficient work, able to work under pressure, and highly responsibility
- Willing to work hard and have flexibility in working hours, multitask and prioritize daily workload