



Credit and Collection Clerk - NOC: 14202

Description

About us:

A&M Canadian Immigration Law Corporation is a leading law firm specializing in immigration services. Based in Canada, our firm is dedicated to providing exceptional legal advice and representation to individuals, families, and businesses navigating the complexities of Canadian immigration law. With a team of experienced professionals, we pride ourselves on delivering personalized and efficient services to meet our clients' unique needs.

Job Description:

We are seeking a meticulous and dedicated Data Entry Clerk to join our team. The ideal candidate will play a crucial role in ensuring the accuracy and integrity of our data systems. This position is integral to maintaining our high standards of client service and operational efficiency.

Duties

Responsibilities:

- Inform debtors of overdue payments and accounts via telephone, mail, and registered mail, and persist with notifications if no response is received.
- Resolve collection issues by arranging payment plans through telephone or in-person visits to the debtor.

Closing Date

July 1, 2025

Categories

Business, Finance and Administration

Employer

Dr A&M Canadian Immigration Law Corporation

Location

Fort Garry

Address

1325 Markham Rd
#12 Winnipeg, R3T 4J6

Job Type

Permanent

Education Level

High School

Email

- Recommend further actions or discontinuation of services in cases of non-payment.
- Trace and locate debtors, and contact their friends, neighbors, relatives, and employers to gather information.
- Respond to correspondence, prepare reports, and maintain records and files related to collection activities.
- May manage online accounts and systems.

Qualification

Requirements:

- Previous experience as a credit collector is not required but is considered as an asset.
- Strong understanding of billing and collection processes.
- Excellent communication and negotiation skills.
- Proficiency in Microsoft Office Suite.
- Strong attention to detail and organizational skills.
- Ability to handle sensitive information with discretion.
- Completion of secondary school is required.