



Career Opportunity

Swan Life Ltd has an excellent opportunity for a Credit Control Support

Responsibilities

- Assist in debt collection
- Monitor the timely sending out of reminders/ 'mise en demeure' and follow up for unsettled accounts
- Attend to customer's queries in a timely manner and handle any dispute
- Prepare dossiers for cancellation of policies and Loans cases to be referred to Attorney/Commissioner for protection of Borrowers
- Process payments received and ensure that they are lodged promptly
- Contact customers/agents and arrange for appointment to try to find an amicable solution towards settlement of outstanding payments and record repayment plan made
- Prepare monthly reports when required
- Regularly do the maintenance of files on the computer system
- Perform administrative duties

Candidate's Profile

- Higher School Certificate (HSC) or equivalent (Mathematics and Accounting at principal level would be an advantage)
- At least 2 years' working experience in a similar position
- Fully conversant with MS Office Tools (Word, Excel and PowerPoint)
- Outgoing personality, with excellent oral and written communication skills
- Be a good team player
- Good planning and organization skills
- Be able to work under pressure

If you believe that you fit the above profile, please send your application letter and curriculum vitae to hr@swanforlife.com quoting 'Credit Control Support/SLL' by Thursday 21st February 2019.

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.
3. To offer the best suited candidate initially employment on a contractual basis for a period of 2 years.