

Job Vacancy: Recovery Officer

Company: Handy Finance Fiji

Position Location: Handy Centre, 8 Kimberly Street

Deadline: 29th February 2024

Job Description:

Handy Finance Fiji is seeking a dedicated and proactive individual to join our team as a Recovery Officer. This position will be based at our Handy Centre office located at 8 Kimberly Street. The successful candidate will be responsible for managing the recovery of outstanding debts and ensuring compliance with relevant regulations and policies.

Roles and Responsibilities:

1. Contact customers with overdue accounts to negotiate payment plans and arrangements.
2. Conduct field visits to customers' premises to facilitate debt recovery and asset repossession if necessary.
3. Maintain accurate records of all communications and actions taken regarding debt recovery efforts.
4. Liaise with legal counsel, bailiffs, and law enforcement agencies as required to enforce debt collection procedures.
5. Monitor payment arrangements and follow up with customers to ensure timely repayment.
6. Provide regular updates to management on the status of outstanding debts and recovery efforts.
7. Work closely with other departments, such as customer service and finance, to resolve customer queries and disputes.
8. Adhere to all relevant regulations, policies, and procedures governing debt collection practices.
9. Assist in the development and implementation of strategies to minimize delinquency and improve overall debt recovery performance.
10. Conduct periodic reviews of delinquent accounts to identify potential risks and opportunities for recovery.

Minimum Requirements:

- Diploma in Business, Finance, Administration, or related field.
- Must be a self-starter with the ability to work independently.

- Bailiff license would be an advantage.
- Compulsory full driver's license with a clear record.

Application Process:

Interested candidates are invited to submit their application, CV and a recent photo to om@handyfinance.com.fj.

Please ensure that the subject line of the email includes "Recovery Officer Application - [Your Name]". Applications must be received by the deadline on 29th February 2024.

Note: Only shortlisted candidates will be contacted for further assessment.

Handy Finance Fiji is an equal opportunity employer and encourages applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. We thank all applicants for their interest in joining our team.