



# AEON CREDIT SERVICE

## **Executive – Credit Management**

### ***Job description:***

- Manage and maintain customer's accounts to ensure the accounts are current and well conducted.
- Contact customers to remind customers of payment schedule and obtain relevant payments.
- Achieve the pre-determined targets and standards relating to collection activities.
- Complete dunning activities based on allocated queues and daily reports.
- Attend to customer's enquiry and provide customers with the relevant advice and solution.

### ***Requirements:***

- Minimum Diploma Qualification.
- Experience in Credit Recovery will be an added advantage.
- PC literate.
- Able to analyse and provide solutions to any given situation within the job scope.
- Good Communication and Negotiation skills in English and Bahasa Malaysia.
- Pleasant personality and able to work with minimum supervision.
- Able to work under pressure.
- **Fresh graduates are encouraged to apply.**