

## RECOVERY OFFICER



### Job Responsibilities

- Follow up and timely collection of outstanding debts
- Update records of debtors,
- Prepare and report on debt collection progress.
- Coordinate with the Sales and Finance team to follow up the payments.

### Requirements

- Pass G.C.E. Advance Level
- Minimum 02 years of experience as a recovery officer
- Possess good negotiation, interpersonal and communication skills
- Ability to work independently with minimum supervision
- A valid motor cycle license

The successful candidate would be offered with a competitive remuneration package on qualification and work experience.

If you possess the above requirements, please send your CV with name and contact details of two non-related referees within 14 days to **careers@agc.lk**

Contact Number **011 7 400 200**