



BANAR
collections Ltd
Debt Management Solutions

Debt Management Consultancy Debt Collection Agency

Kanjokya House, 3rd Floor, Plot 90 Kanjokya Street Kamwokya Kampala P.O. Box 26113 Kampala, Tel. 0777787923, 0772428643, 0751655479

Website: www.banar.co.ug

EMPLOYMENT OPPORTUNITY

Banar Collections Ltd, a leading Credit consultancy and Debt collection agency firm in Uganda, offering services majorly to Commercial Banks, Government and Corporate Institutions, seeks to enlist competent persons as

DEBT COLLECTION OFFICERS

Position Function;

Realizing and meeting debt collection targets..

Responsibilities;

1. Handling outsourced debts and meeting collection targets in order to maintain a positive cash flow.
2. Perform skip tracing activities involving looking for debtors whose whereabouts is unknown.
3. Generate client debt cards and demand Letters and manage the escalation process..
4. Allot collections to respective debt accounts, keeping debtor information and balances accurate.
5. Support the debt portfolio management, for an accurate and up-to-date portfolio.
6. Identify and manage sticky, non responsive accounts and/or escalate for case management.
7. Handle client correspondence and ensure service level expectations and set turnaround time are attained

Attributes, Knowledge, Experience & Qualifications

1. Bachelor's Degree in Law, Economics, Business Administration, Commerce or relevant field. Additional qualifications in Banking or Credit are an added advantage.
2. Relevant work experience in a debt collection environment is an added advantage but not mandatory.
3. Integrity, Innovativeness, Excellence, Assertive negotiation skills and ability to assess issues/situations
4. Excellent communication skills, telephone manners and techniques and interpersonal skills.
5. Ability to work autonomously and take responsibility.
6. Ability to understand terms and conditions of contracts and outline a resolute collection strategy.
7. Computer literacy is essential and mandatory.

Application letter, addressed to Administration Manager, with attendant CV and copies of academic qualifications can be delivered online at; opportunity@banar.co.ug or courier or through Post office to the above address by **Friday 4th August 2023**