



CREDIT & COLLECTIONS REPRESENTATIVE

Westel, Inc., an established telecommunications company, and equal opportunity employer, is seeking a Credit & Collections Representative for its corporate headquarters in Austin office.

This is an entry-level position.

The duties of this position are as follows:

- Make a minimum of 100 calls per day and keep a call log of all customer calls
- Answering phones and making payment arrangements with customer to collect on past due accounts
- Review comments and account receivable history in customers accounts
- Send letters to past due customers
- Complete batch sheets, adjustments (bad debt write-offs) and comment the customer files as needed.
- Other duties as assigned by manager

Candidates should have excellent communication and organizational skills, typing, 10 key, and PC familiarity with working knowledge of MS Word and Excel. Requires accuracy and attention to detail. Bilingual a plus. Customer service experience a plus.

Westel offers a competitive compensation program including an outstanding benefits package. Benefits include medical, dental, vision, short term & long-term disability, life insurance, optional term life insurance, a long distance benefit, and 401k with a company match.

PLEASE SUBMIT SALARY REQUIREMENTS WITH RESUME. RESUMES WITHOUT SALARY REQUIREMENTS WILL BE IGNORED.