



MINTEX

On- The -Job Training Opportunity

Customer Service Collections Representative

Full time Starting at \$17.00 per hour

700 N Sacramento Blvd #221 - Chicago, IL 60612

Job Description:

Mintex, Inc. is hiring for Full Time Onsite Customer Service Collections Representative in Chicago, IL. This position is primarily responsible for reaching out to consumers to collect payment on delinquent accounts.

Job Responsibilities:

- Perform inbound/outbound calls with consumers, utilizing excellent communication and negotiation skills.
- Request and negotiate payments from consumers for proper resolution.
- Perform follow-ups and respond promptly to consumers' needs.
- Maintain clear, accurate and updated documentation on consumer accounts in system of record, while simultaneously navigating on multiple systems.
- Meet daily, weekly and/or monthly Key Performance Indicators.
- Perform duties in accordance with federal, state and local laws and company policy.
- Completes administrative tasks correctly and in a timely manner.

Requirements:

- High School Diploma or equivalent.
- Customer Service experience: 1 year
- Call Center experience preferred, not required.
- Spanish-speaking, a plus

For more information please contact

Indira.Bukalo@equusworks.com or Call (773) 334-4747



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