Action Environmental Services Group

Title: Accounts Receivable/Collector

Location: 300 Frank W Burr Blvd, Teaneck, NJ 07666

Job Type: Full-Time (Entry Level)

Compensation Type: Hourly

Wage: $41,760 + OT

Start Date: 5/23/2016

Job Description:

The AR/Rep will report to the Collections Manager. The position is based on a 40 hour work Monday thru Friday but may be changed at management’s discretion. Responsibilities include placing collection calls to customers with outstanding balances, monitoring customer accounts to ensure timely payments, running reports and providing updates on assigned customers, providing cash management to the collections manager, payment application, and approving or rejecting orders and removing accounts from credit hold.

Qualifications:

- Bachelor’s degree
- Prior Collections experience preferred.
- Fast learner with the ability to work well under pressure.
- Able to hand multiple tasks at the same time.
- Team Player with strong work ethic.
- Basic skills in Microsoft Excel, Microsoft Word and Microsoft Exchange (email system)
- **Fluency in Spanish or Chinese is a plus

Application Instructions:

Email Tom Carey at TCarey@actioncarting.com.

Compensation/Benefits:

- Hourly rate of pay + overtime
- Medical Benefits
- Dental Benefits
- Vision Insurance
- Term Life Insurance
- 401K Retirement Plan with company match
- Paid Time Off (PTO) Vacation, Personal and Sick Days