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Accelerated Receivables Solutions Financial Recovery Specialist Job Description

The ideal candidate for this position will be bilingual in English and Spanish, with a minimum education level of a have a high school diploma, or equivalent.

This is a full time position. ARS is an EOE

The job duties and requirements for this position include, but are not limited to:

- Resolving customer debt by working with consumers in order to reduce or eliminate financial balances.
- Utilize various methods of financial, and psychological understanding in order to access consumer situations
- Serve as a resource to make payment or resolution occur in a timely manner which will benefit the consumer, ARS, and the creditor (client).
- Perform data entry, quickly and accurately
- Multi-task using several forms of communication both inner-office and out of office
- Take inbound and make outbound calls on an automatic dialing system.
- Possess the ability to type quickly and accurately as well as maintain a basic understanding of computers.
- Be self motivated, a persuasive negotiator, quick thinker and have the ability to manage a large amount of confidential information.
- Possess good written and verbal communication skills.
- Provide excellent customer service skills with the ability to work with all types of consumers.
- Maintain a well organized work schedule and work station
- Enjoy the challenge of working in a fast paced team environment