

## COLLECTOR- COLLECTIONS DEPT

Security National Automotive Acceptance Company LLC. - Mason, Ohio

**SUMMARY:** Work with our customers' automotive installment contracts. Excellent telephone communication skills & PC experience is required. This position will work with a dialing system and a manual list of delinquent customer accounts. You must have the ability to provide exceptional customer service, while securing payment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collection of overdue funds from SNAAC customers using a variety of collections techniques
- Communicate with customer by telephone to collect on past due payment, review customer account and secure payment
- Record information about the status of the customer and collection efforts
- Use an automated dialing system and computer in daily activities

### POSITION REQUIREMENTS:

- Prior collections experience is a PLUS but not a requirement
- Must be self-motivated, detailed, team player.
- Excellent typing and computer skills are required MUST type at least 25 wpm
- Must have a strong consistent work history
- Proof of excellent attendance at prior positions
- Polite, courteous and clear telephone communications will help you to be successful.
- This opportunity will require you to work every other Saturday NOON-5pm REQUIRED

**EDUCATION / EXPERIENCE REQUIREMENTS:** Must have at least a high school diploma; college or technical degree strongly preferred. Proof of consistent employment history is a must.

### SCHEDULE REQUIRED:

Monday – Friday

3 days per week - 8am-5pm shift

2 days per week - 11am-8pm shift

Saturday

Every other Saturday – 12pm-6pm

**BENEFITS:** Medical Insurance (Anthem Blue Cross / Blue Shield), Dental Insurance, Life, STD and LTD Insurance Coverage Available; Paid Time Off (10 Days during your first year) + 6 Holidays; 401K Investment Plan (50% Match- 1% - 5% contribution; 25% Match 6%- 10% contribution)

**PAY:** We offer competitive base pay starting at \$12-\$13 per hour along with a GREAT incentive plan that can increase high performer's compensation up to \$1,500 per month

**ABOUT SNAAC:** Celebrating our 25th year in business, we offer excellent benefits for our associates, including employee referral program, career growth, business casual dress in a professional environment and much more. We are excited to offer you a great opportunity to work for a fun, exciting and growing company. While others have experienced layoffs and downsizing, we have continued to remain strong, due in large part to our excellent environment and associates!

**TO APPLY:** Please send resume and salary requirements to [hr@snaac.com](mailto:hr@snaac.com) and reference this position.

EOE