



SMRT Taxis Pte Ltd – Supervisor, Credit Control

You will be required to make phone calls to hirers pertaining to their rental, accident and other outstanding issues. Arrange and monitor instalment payment made with hirers. Meeting hirers personally to answer/resolve their queries pertaining to outstanding balances, appeals and negotiation on installment plans. You are also required to print reports and handle administrative duties.

Requirements:

“O” Level or Diploma holder, preferably having at least 2 years of working experience in Credit Collection and with Class 3 driving license. A team player, independent, confident and able to work well with all levels of people. Proficiency in Microsoft Excel and Word programmes is required.

Human Resource Division

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All materials will be kept in the strictest confidence. Only shortlisted candidates will be notified.

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Our Customer Relations representatives are available to answer your questions and help you find what you need.*