

Executive, Credit Control

Near Jurong East MRT Station

Responsibilities:

- Implement business strategies, execute business plans and evaluate results.
- Ensure customers pay on time and chase any overdue invoices
- Execute dunning process
- Liaise with External Collection Agencies for debt recovery actions
- Prepare documents needed for Small Claim Tribunal and attend SCT Consultation & Hearing if required
- Liaise with internal and external lawyers and prepare notices of legal proceedings
- Investigation and follow up with police officer on fraudulent cases
- Prepare documents and file proof of debt for bankruptcy and liquidation cases
- Improve and implement debt collection processes when there are any overdue invoices or payments, and initiate legal procedures if necessary
- Regularly making contact with customers to ensure all relevant debts are managed as necessary
- Provide ad-hoc reporting as and when requested

Requirements:

- Preferably Degree or above. (Diploma holders will be considered for an Officer position)
- Invites people who share values in service excellence, possess a positive can-do working attitude, be self-motivated, independent with good initiative.
- Willing to learn and prepared to grow with the organization.
- Strong analytical skills and attention to detail.
- A team player with good interpersonal and communication skills, achievement oriented and results driven.

Other:

- 5-day work week.
- Working Hours: Monday to Friday 9am to 6pm





Interested applicants, please forward your detailed resume with enclosed photograph including your last drawn salary, expected salary and availability to HR.SG@pacificlight.com.sg

Please indicate the position that you are applying on the subject.

(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)

By submitting your personal data and/or resume to PacificLight (“us”) or to HR.SG@pacificlight.com.sg, you shall be deemed to have given consent to us collecting, using, and disclosing your personal data for the purpose of assessing your job application. Information collected may also be disclosed to PacificLight Group of Companies (“PacificLight”) which includes PacificLight Power Pte. Ltd and PacificLight Energy Pte. Ltd. for this purpose. Please read our privacy policy [here](#) “ to promote easy accessibility.



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