

ACCOUNT MANAGER

Credit Associates is a locally owned company in Great Falls, MT. Since 1944, Credit Associates has served the collection needs of Montana businesses. We maintain a healthy, supportive, and collaborative working environment with the development of our employees as one of our top priorities.

The ideal account manager is an excellent communicator with basic computer skills, a background in customer service and the ability to listen actively. If you are looking for stability, personal growth and a challenge, you may be the team member we are looking for.

Qualifications:

- Excellent organizational and time management skills
- Ability to be polite and compassionate without lacking confidence
- Skilled in negotiating and persuasion
- Working knowledge of MS Office and databases
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Strong communication skills
- Willingness to learn and to grow with the company
- Attention to detail
- A highly organized multitasker who works well in a fast-paced environment

Responsibilities:

- Build trust with our client's customers
- Plan course of action to recover owed money
- Find solutions for consumers, so they can successfully achieve their financial responsibilities
- Keep track of assigned accounts to identify outstanding debts
- Locating and contacting consumers to inquire of their payment status
- Manage multiple delinquent accounts for debt collection efforts

Benefits:

- Medical insurance
- 401K
- Health Savings Account
- Profit Sharing
- Employer paid life insurance (max amount applied)
- Paid Holidays
- Paid Time Off
- Commission in addition to a base pay