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Debt Collector: Medical Bureau | SOMERSET WEST

A well-established medical bureau based in Somerset West, is looking for an experienced and motivated Debt Collector to join their team.

The ideal candidate will be a professional, patient and compassionate individual who is confident dealing with people from all walks of life, including patients who may be experiencing financial or personal difficulties.

Requirements:

- Previous debt-collecting experience is essential
- Excellent communication and negotiation skills
- Professional and calm under pressure
- Patient and compassionate when dealing with difficult or distressed patients
- Assertive and confident without being confrontational
- Driven, persistent and results-oriented
- Strong attention to detail and good administrative skills
- Able to work independently as well as part of a team
- Experience in a medical bureau or healthcare environment will be advantageous

Key Responsibilities:

- Contact patients regarding outstanding medical accounts
- Negotiate and arrange suitable payment plans
- Follow up consistently on overdue accounts
- Handle difficult conversations professionally and sensitively
- Maintain accurate records of all collections and arrangements
- Work towards collection targets while maintaining a high level of patient care and professionalism

If you are a confident debt collector who can balance compassion with determination, we would love to hear from you.

Apply now: jobs@spesprac.co.za