



## In-House Event - Integra Telecom is Hiring Collection Coordinators I/II

Come hear Integra's Management Team speak to you personally about why you should join our successful Collections Team.

### **Event Information:**

- Date: Thursday, September 18, 2008
- Time: 9:00am – 5:00pm (please stop by at any time during these hours)
- Location: Integra Telecom  
1201 NE Lloyd Boulevard, Suite 500  
Portland, OR 97232
- Directions: Please click on the link [www.mapquest.com](http://www.mapquest.com)



**Integra is actively hiring for the following Collection Coordinators I/II position:**

### **Collection Coordinators I/II (DOE)**

The Collections Coordinator is responsible for monitoring Integra's customer base to identify and pursue past-due accounts receivable with a goal of maximizing cash flow while retaining customers. Monitor the aging of all accounts receivable for all geographic locations. Contact customers in regards to past-due balances to arrange payment in full by Company's established policy.

- Receive all collection inbound calls from customers and assist to resolve a broad range of moderately complex customer questions/problems relating to past due balances. Monitor the customer's payment arrangements, legal conditions and treatment plans.
- Perform credit evaluation of new customers by reviewing credit reports and performing credit reference checks. Monitor and record payment activity. Work with other departments and outside agencies on credit, collections and other related activity.

Qualified candidates will have education/training/experience equivalent to one year of customer service, collections, clerical accounting or related experience. Experience performing data entry functions with a high degree of accuracy and detail orientation. Requires personal computer experience, including Word and Excel programs. Strong verbal and written communication skills sufficient to discuss sensitive issues and bring resolution to problems. Understanding of FDCPA rules is preferred.

**To learn more about this exciting opportunity and register to meet a Manager in person at this event, please email your resume to: [jacqueline.zamora@integratelecom.com](mailto:jacqueline.zamora@integratelecom.com)**

Visit Integra's website at: [www.integratelecom.com](http://www.integratelecom.com)