

## JOB ADVERT

### **Job Title: Commission-Based Collection Officers**

#### **Job Summary**

Real People Kenya Limited is a non-deposit-taking financial solutions provider for businesses targeting the mass market in Kenya. We are a fast-growing Micro-Finance Institution seeking qualified experienced candidates to urgently fill the Commission Based Collection Officers position in the Eldoret, Kisumu, Nakuru, Nairobi, Mombasa and Meru branches.

The position is on a contract basis with an option of renewal and will be remunerated with a very attractive commission.

#### **Main Purpose of the Job:**

1. Regularly review non-performing classes of outstanding loans and initiate plans/strategies for recovery of those loans
2. Makes recommendations to management about the likelihood of recovering loans and whether legal action will be required.
3. Recommends to management accounts that need to be handed over to 3rd party agencies e.g., auctioneers, External debt collectors.
4. Actively do field visits on all accounts with non-performing loans to enforce payments.
5. Prepares daily, weekly, and monthly reports for decision-making and management actions.
6. Supports the branch in delinquent management through teamwork and aggressive collections.
7. To deliver service excellence proactively and continuously to our customers.

#### **Minimum Requirements:**

1. KCSE/O-Level qualification - Certificate or Diploma qualifications will be an added advantage.
2. Have good persuasion and analysis skills.
3. Good communications and negotiation skills
4. High level of integrity
5. Computer Literacy.
6. Excellent team player

#### **Application Criteria.**

We welcome applications from interested candidates. Online applications should be submitted indicating Ref 01-2024/Collection Officers-**(Branch)** as the subject to be received on or before COB 31<sup>st</sup> January 2024 to [recruitment@realpeople.co.ke](mailto:recruitment@realpeople.co.ke).

Interviews will be conducted on a roll-in basis on shortlisted candidates until all the positions are filled.

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Real People Kenya Limited

Company Reg. No. C3/2015

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