



# Job Listings @ Area Businesses

## For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

**Job Title:** Corporate Credit Representative

<b>Company:</b>	Farmers Home Furniture	
<b>Contact:</b>	Crystal Pittman	
<b>Job Location:</b>	Dublin, GA	
<b>Posting Date:</b>	04/17/2024	
<b>Closing Date:</b>	Until filled	
<b>Phone/Email:</b>	<a href="http://www.farmershomefurniture.com">www.farmershomefurniture.com</a>	
<b>Service/Product</b>		
<b>Hours/Week:</b>	Monday & Thursday 11:00 am-8:00 pm; Tuesday, Wednesday, and Friday 8:00 am-5:00 pm	<b>Shift:</b>
<b>Salary:</b>	Will be discussed at interview	<b>Benefits:</b> Included
<b>Travel Necessary:</b>	No	<b>Relocation:</b> No

### To Apply:

Applicants can apply online at [www.farmershomefurniture.com](http://www.farmershomefurniture.com) . For assistance or more information, please contact Saketta Brown, OFTC Career Services, [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu).

### Description of Job:

- Reviews past-due account records and relative information to determine which customers must be contacted for collection
- Locates customers via telephone calls to collect installments, overdue accounts, or non-payable checks
- Answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as



necessary.

- Performs administrative tasks such as preparing and maintaining files, opening mail, typing, and completing spreadsheets.

## Minimum Skills Required:

- High School diploma or equivalent required
- Basic computer skills
- Excellent customer service skills
- Excellent telephone skills
- Good written and oral communications skills
- Good organizational skills
- Self-motivated
- Persistent