



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: Collections Clerk

Company:	Farmers Furniture	
Contact:	Crystal Pittman	
Job Location:	Dublin, Ga	
Posting Date:	06/11/2021	
Closing Date:	Until Filled	
Phone/Email:	478-275-6172	
Service/Product		
Hours/Week:	Monday-Friday; 8:00 am-5:00 pm	Shift: Full-Time
Salary:	Will be discussed at interview.	Benefits: Included
Travel Necessary:	No	Relocation: No

To Apply:

Applications can be submitted online at <http://farmershomefurniture.com> For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Skills Needed and Description of Job:

- Posting payments and processing the daily cash report for balancing
- Maintaining daily reports in excel spread sheet
- Completing all paperwork work for legal filings, which includes corresponding with Magistrate Court as necessary
- Separating incoming mail and distributing it to the appropriate personnel
- Other duties as assigned by management



Qualifications:

- Excellent customer service skills and telephone etiquette
- Attention to detail
- Good written and oral communication skills
- Good organizational skills
- Basic computer skills, especially in Microsoft Excel
- Self-motivated