

# THE ASSOCIATED NEWSPAPERS OF CEYLON LIMITED

## VACANCIES

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka. The country's pioneer print media institution has a history of over 100 years and 25 years of online publishing continues to occupy the number one spot in the print media industry.

We invite young and dynamic individuals who possess the following qualifications and requirements for the position mentioned below;

### DEBT COLLECTOR (04 positions)

#### Responsibilities:

- Keep track of assigned accounts to identify outstanding debts
- Plan course of action to recover outstanding payments
- Locate and contact debtors to inquire of their payment status
- Negotiate payoff deadlines or payment plans
- Handle questions or complaints
- Investigate and resolve discrepancies
- Create trust relationships with debtors when possible to avoid future issues
- Update account status and database regularly
- Comply with requirements when legal action is unavoidable

#### Qualifications & Requirements:

- Passed G.C.E. (O/L) including three passes in English, Sinhala & Mathematics
- Experience in debt collecting is an advantage
- Ability to work with targets and tight deadlines
- Excellent communication and people skills
- Apt in negotiating and persuading
- Ability to be polite and compassionate without lacking confidence

**Age:** Below 30 years

**Salary:** Salary + performance based incentives

➤ *Priority will be given to female candidates*

Please e-mail your complete resume to [dgm.hc@lakehouse.lk](mailto:dgm.hc@lakehouse.lk) indicating the position applied for in the subject line of the e-mail or forward your resume by stating the position applied for on the top left hand corner of the envelope within seven days of this advertisement to



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