



Collection Specialist

Location: San Ramon, CA

Department: Accounts Receivable – Collection Department

Employment: Monday through Friday 8:00am to 5:00pm

Salary: DOE

About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GSO, a General Logistics Systems Company, is a leading regional delivery carrier which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we've got an amazing team that goes the extra mile for our customers. We're always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

Position Summary

This is a great start up position. You will get a chance to work with highly professional, dedicated individuals. This is a team oriented environment and everyone is expected to contribute to our overall success. We are looking for dynamic, highly motivated, hardworking individuals to help us grow as a team.

Responsibilities & Duties

- Collect payments on past due accounts
- Make outbound and inbound calls
- Respond to customer emails
- Process payments when needed
- Make payment arrangements
- Place accounts on and off credit hold
- Work with Collection Agency
- Monthly Past due reports
- Research for customers disputes
- Work closely with Sales and Billing Department

Qualifications Needed:

- Collection experience 2-3 years
- Proficient in Word, Excel & Outlook
- Possess strong organizational, communication and negotiation skills
- Maintain accuracy, timeliness and consistency
- Be reliable and have strong work ethics
- Work well under pressure
- Work under general supervision
- Ability to multi-task
- Detail oriented
- Team player

Preferred Qualifications

- Customer service experience 1-2 years

Benefits for Full-Time Employees

- 401K with employee matching
- Healthcare benefit options
- PTO & Sick Leave
- Direct Deposit

To Apply

Please email your resume and cover letter to smetrikina@gso.com

EEO Commitment:

GSO, a General Logistics Systems Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GSO and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GSO complies with all laws and regulations relating to employment discrimination, and are always committed to doing what's right.