



COLLECTION CLERKS

NOC 14202

Collect payments on overdue accounts and bad cheques and locate debtors to make collection arrangements.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

15

MEDIAN HOURLY WAGE

\$24.31

\$15.65 \$34.50
LOW HIGH

TYPICALLY REQUIRED



High school / on-the-job
training

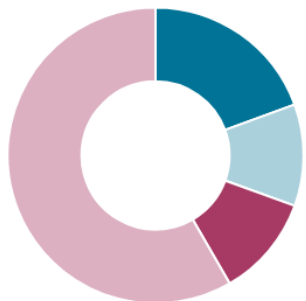
EMPLOYED

207

AVERAGE SALARY

\$48,000

The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.



EMPLOYMENT BY INDUSTRY

19.4%	Transportation and warehousing
11.1%	Manufacturing
11.1%	Administrative and support, waste management and remediation services
58.3%	All Other Industries

EMPLOYMENT BY AGE

0.0%	15-24
0.0%	25-34
0.0%	35-44
0.0%	45-54
0.0%	55-64
0.0%	65+

ALSO KNOWN AS

- Bill Collector
- Collections Investigation Officer
- Collection Clerk
- Collector
- Collection Officer (Except Taxation)
- Credit And Collection Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Notify debtors of overdue payments and accounts by telephone, mail, and registered mail, and continue the notification process if reply is not received
- Resolve collection issues by making payment arrangements by telephone or visit to debtor
- Recommend further action or discontinuation of service in cases where payment is not forthcoming
- Trace and locate debtors, and may contact debtors' friends, neighbours, relatives and employers to obtain information.

