



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

Company:	Farmers Home Furniture	
Contact:	Miranda Crabtree	
Job Location:	Dublin, GA	
Posting Date:	10/10/2024	
Closing Date:	Until filled	
Phone/Email:	www.farmershomefurniture.com	
Service/Product		
Hours/Week:	Monday & Thursday 11:00 am-8:00 pm and Tuesday, Wednesday, & Friday 8:00 m-5:00 pm	Shift:
Salary:	Will be discussed at interview	Benefits: Included
Travel Necessary:	No	Relocation: No

To Apply:

Applicants can apply online at www.farmershomefurniture.com . For assistance or more information, please contact Saketta Brown, OFTC Career Services, 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:

- 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