

July 14, 2026

Now Recruiting

Project Leader – Debt Collection Kingston, Jamaica

Our client, a well-established organisation, is seeking an experienced Project Leader – Debt Collection to take ownership of their delinquent accounts portfolio. This is a hands-on role for someone who combines sharp analytical instincts with genuine skill in difficult conversations – someone who can hold a debtor accountable while still preserving the relationship.

If you know how to read an ageing report, structure a repayment plan that actually gets honoured, and trace and locate a debtor who's gone quiet, we want to hear from you.

What You'll Be Doing

- Monitor delinquent accounts, track ageing balances, and work to reduce days outstanding
- Contact debtors by phone, mail, email, or in person to encourage repayment, understanding the reasons behind late payment
- Prepare account statements and negotiate structured, manageable repayment plans
- Trace and locate debtors who've relocated or changed contact details, and source supporting documents for payment claims
- Maintain accurate records of all debtor communications and payment ledgers
- Initiate the dunning process with management approval and coordinate with legal teams on uncollectible accounts

What You Bring

- A bachelor's degree in Accounting, Finance, Business Administration, Commerce, or a related field
- Familiarity with local debt collection regulations is an asset
- Proficiency in accounting software, CRM databases, and the MS Office Suite
- A reliable motor vehicle

Key Skills

Negotiation & Persuasion – the ability to secure payment while protecting the client relationship

Communication – exceptional verbal and written skills for handling sensitive, sometimes tense conversations

Patience & Empathy – the composure to manage customer queries and complaints under pressure

What's on Offer

An incentive structure tied to funds collected, alongside the chance to play a genuinely central role in protecting an organisation's cash flow.



To Apply

Send your CV to **careers@affinityja.com** with the subject line "**Project Leader – Debt Collection.**"

Deadline

July 30, 2026

We thank all applicants for their interest; however, only those shortlisted will be contacted.