



Employment Fact Sheet

Date Posted on CSIT Job Board: 04/14/17

Date to Remove from Job Board:

EMPLOYER INFORMATION

Contact Name: Roxie Olivero-Winfield

Title: Office Manager

Company Name: Midstate Collection Solutions

Street Address: 2009-B Round Barn Road

City: Champaign

State: IL

Zip: 61821

Phone: 217-351-1888

Fax: 217-351-1983

Email: careers@midstatecollections.com

Company website: www.midstatecollections.com

Company Description: MCS is a professional financial services organization dedicated to establishing long-term relationships to collect past due receivables through positive communication, integrity and accountability. Our positive, empowering philosophy of treating each person with respect, dignity, and empathy has proven to be overwhelmingly successful, which has allowed us consistent growth each year for almost two decades. Our office is fun, upbeat, and an ever-changing atmosphere, which helps keep you engaged and passionate. You will join a diverse team of enthusiastic, energetic, and dedicated staff that works together towards empowering people to genuinely feel good about paying their debt.

POSITION INFORMATION

Internship Temporary Permanent

Job Title: Dispute Coordinator

Part-Time Full-Time

Job Description: As our Dispute Coordinator, your main responsibilities fall under three categories: payment reporting, outgoing written correspondence, and quality & accuracy assurance. You thrive on providing high-caliber customer service to each person you interact with, which shows in your incredible ability to communicate with others in a variety of ways. Visit our website for the full job description.

Job Location: Champaign, IL

Job Requirements: Experience in quality & accuracy assurance, superior customer service & communication skills, passionate about leadership & development, demonstrates organizational & process management skills, familiarity with securely handling confidential information, proficiency with computer software and Microsoft Office Suite, 2+ years in office experience, familiarity with Accounting, Finance, Training, (preferred).

Degree Requirements: Bachelor's Degree in Business Administration/Management/Finance or experience-equivalent

Minimum GPA: (out of 4.0)

Special Skills/Certifications:

Pay Rate: 13.00

To Apply: email cover letter and resume

Application Deadline: 4/30/17