

WE ARE HIRING!

Job Title: Credit Control Assistant (01)

Location: Sheesha Installment Office - Male'

About the Role

Join our Credit Control team and build valuable experience in customer relations, account management, and debt recovery. You'll work directly with customers, manage accounts, follow up on payments, and help the team achieve its collection targets.

Requirements:

- Relevant Diploma, 2 GCE A' Level passes, or 4 GCE O' Level passes.
- Minimum 1 year of experience in a related field.
- Strong communication and negotiation skills in Dhivehi and English.
- Good interpersonal and customer service skills.
- Proficiency in Microsoft Word and Excel.
- Good attention to detail and ability to maintain accurate records.
- Ability to work with targets and deadlines.

Key Responsibilities:

- Work towards monthly collection targets.
- Monitor overdue accounts and follow up on outstanding payments.
- Communicate payment reminders through calls, SMS, and email.
- Maintain accurate and up-to-date customer account records.
- Handle customer inquiries and payment-related concerns.
- Prepare payment details, quotations, and formal notices.
- Support payment completion and ownership change processes.
- Prepare and maintain documentation required for legal action.

What We Offer:

- Fixed Salary + Incentive: Up to MVR 11,230.
- Comprehensive health insurance and staff discounts.
- On-the-job training and regular performance feedback.
- Career development and annual increments as per policy.
- A supportive and collaborative work environment.

Join our team and contribute to the financial health of our organization. Apply today to further your career in credit control.

DEADLINE: 01st October 2026

- Candidates are required to submit fully completed "Application Form" with supporting documents listed in the form, before the deadline. Application form will be available to download from www.honda.mv
- Applications must be a compiled PDF file of all documents.
- Only short-listed candidates will be called for interview.