

HANDY FINANCE LTDHANDY CENTRE BOROKO
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+67574644670**Mt Hagen**
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Lorrials Office & Transit Rentals
Batbat Street - Lot 2, Sec5
+67582206839**Buka**
Fruitco Building
Buka Passage - Lot 17, Sec 10
+67578810515

Agents available Nationwide!

Financial Products & Services:



Personal Loans



Debt Consolidation



Hire Purchase



Financier's Guarantee



Term Deposit



Motor Vehicle Loans

REGIONAL BRANCH - FIJI
HANDY FINANCE PTE
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**VACANCY****POSITION: COLLECTION OFFICER - POM****Location:** Port Moresby**Department:** Collections/Recovery**Company:** Handy Finance

Handy Finance invites applications for the position of **Collection Officer**. This opportunity is open to candidates who are motivated, reliable, and interested in developing their career within the organization.

Key Responsibilities

- Following up with clients on loan repayments in a professional and ethical manner.
- Manage overdue accounts and negotiate suitable repayment arrangements.
- Maintain accurate and up-to-date client records.
- Prepare collection reports and submit them as required.
- Conduct field visits when necessary.
- Ensure compliance with Handy Finance policies and procedures.

Minimum Requirements

- Previous experience in collections, credit, or customer service is an advantage.
- Strong communication and negotiation skills.
- Good record-keeping and time management skills.
- Ability to work under minimal supervision.
- Honest, disciplined, and results oriented.

Desirable Skills

- Knowledge of loan products and credit processes.
- Ability to manage difficult conversations professionally.
- Basic computer skills MS Office / system usage.

How to Apply

Interested staff members should submit:

- A brief **expression of interest**, and
- An updated **CV**

Applications should be sent to **HR department via email hr1@handyfinance.com.pg** no later than:**Closing Date: 10th March 2026.**

Only shortlisted candidates will be contacted.