

VACANCY DETAILS

JOB TITLE: COLLECTOR

LOCATION: Leeds area

Job Purpose / Key Responsibilities Include:

To familiarise yourself with the Collector's Card Guide and ensure that you fully understand the procedures to be undertaken.

To take meter readings, and readings via EDC (electronic data capture) where relevant, from all collected equipment and record this accurately within the PDA (Personal Digital Assistant).

To complete Midas (machine income development and security) procedures.

To confirm all monies as being correct before completing any site on the PDA.

To complete all collection procedures to company standards and to meet the customer's collection requirements.

To report any under / overbanking to your Collection Team Leader and submit the relevant banking / discrepancy form, in accordance with Company procedures.

Maximise income opportunities where possible, liaising with Business Managers where necessary.

Experience / Skills / Knowledge Required Include:

Dealing with customers / members of the public on a day-to-day basis.

Good verbal communications skills

Numerate

Is a current driving licence required? Yes

Other information / requirements:

Some unsociable hours (normal start time is around 6.00am)

Occasional weekend working along with working on public / statutory holidays may be required.

This vacancy is open to both internal and external applicants.

Internal candidates: You are asked to please notify your line manager should you submit an application.

Application closing date: 12th March 2010

To apply for this position please send your up-to-date CV and covering letter to: HR Administrator, HR Department, Gamestec Leisure, Low Lane, Horsforth, Leeds LS18 4ER. Alternatively, you can e-mail your application to: recruitment@gamestec.co.uk .