

Job Description – Field Executive

➤ **Job Title:** Field Executive

➤ **Job Type:** Full-time

➤ **Job Location:**

- * Kurukshetra
- * Kaithal
- * Karnal
- * Panipat
- * Sonipat
- * Ambala

➤ **Job Description:** Field Executive – Debt Recovery

The Recovery Field Executive handles critical on-the-ground operations by visiting customer locations to conduct address verifications, negotiate face-to-face debt resolutions, and perform skip tracing for uncontactable accounts.

➤ **Job Responsibilities:**

Field Executive – Debt Recovery

- * Conduct doorstep visits to residential and business addresses of delinquent customers to negotiate overdue recoveries.
- * Perform skip tracing using local intelligence, field networks, and legal methods to locate absconding or untraceable customers.
- * Professionally negotiate with customers to clear outstanding dues, explain the consequences of non-payment, and coordinate cash/cheque collections or digital payment links.
- * Assess and report the customer's financial status, employment stability, or collateral condition during field visits.
- * Safely handle physical customer files and ensure sensitive account information remains secure during transit.

➤ **Qualification Required:**

- * 10+2 or Graduate Degree

➤ **Skills Required:**

Field Executive / Field Officer (FOS) – Debt Recovery

- * Valid driving licence.
- * Own a reliable two-wheeler.
- * Good knowledge of local geography and neighbourhoods.
- * Strong interpersonal skills with a firm yet professional approach.

➤ **Benefits:**

- * On-time salary payment.
- * Long-term job opportunity for good performers.
- * 12 paid leaves annually.