



PR/123144 | Collection & Planning Manager

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1553899

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 10:45

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Provide support in the implementation and adherence to company Rules and Standard Operating Procedures (SOP).
- Ensure adequate staffing across all departments; identify and report reasons for any manpower gaps.
- Develop and implement incentive schemes based on KPIs set by management. Responsible for the calculation and monthly distribution of incentives.
- Oversee and monitor the team's activities.
- Drive and ensure the achievement of Desk Collection (DC) targets.
- Monitor and ensure the proper execution of restructuring administration activities.
- Ensure timely and accurate submission of all management-requested reports.

- Lead initiatives related to system improvements and anti-fraud measures within the collections function.

Requirements:

- Minimum of a Bachelor's Degree in Business Administration, Management, or a related field.
- At least 3 years of relevant experience in financial services or multi-finance companies.
- At least 5 years of experience in strategic desk collection planning role.
- Proficient in both written and spoken English and Bahasa Indonesia.
- Computer literate, especially in MS Office applications (Word, Excel, PowerPoint).
- Strong skills in data analysis, reporting, communication, negotiation, leadership, and networking.

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Company Description