



Frequently Asked Questions

Do I have to pay to work for you?

No, there are no application fees, system access fees, etc.

Does Midmark accept "Paper Applications"?

No, all application and application attachments for staff and management position must be submitted to our recruiters via email.

How much time do I need to devote to work in this position for Midmark ?

This position requires a maximum of 20 hours of your time on a weekly basis.

What times do I need to make myself available for Midmark to be able to work this position?

We believe flexibility is of great essence for both employees and employer therefore we have not set a fixed schedule for this position. We simply require that you meet the company deadlines set for each of the tasks assigned to you.

Where is this position located?

This position is located in the UNITED STATES.

This is a telecommute position (a work from home position). This means you will be working from the comfort of your own home.

If I filed for bankruptcy will I be considered for employment?

Only if: the bankruptcy process has ended.

Does Midmark hire employees in every state?

Yes, we do. Midmark delivers merchandise all over the world; this includes all the states within the U.S.

Do I need any specific licenses or specialized training for this position?

This position does not have formal educational requirements or any formal licensing requirements. We do not see training, in the literal sense of the word, as necessary for this position. We do however believe in on the job training and offering explicit instructions, support and tips for each of the tasks we assign to any of our employees.

Will I need to come to your office for a face-to-face interview?

No, all interviews are conducted over email.

Does Midmark view this position as a long term requirement?

Yes, we view this position as a long term requirement; we can actually guarantee a minimum of 4 years of this position being open.

When would I be eligible to receive benefits?

After 30 days from your hire date you will be eligible for our voluntary benefit program that includes medical, dental and vision insurance for you and your family. For qualified employees (completed one year), we also offer a matching 401(k) plan.

Are the benefits different for full-time and part-time employees?

Both part-time and full-time employees are eligible for all benefits offered.

Are there career advancement opportunities?

Yes, there are a variety of advancement opportunities available within the Midmark team. Many of our best performing Billing and Accounting Collections Assistant have been promoted to team leaders, coaches and account managers — while still working from home.

Will I have to call people to sell them things?

No. Our sales and marketing departments handle all sales.

What kind of support will I have while I am working? What if I have questions?

Even though you will be working remotely from the comfort of your home, you will always have the support of your team. You will have a team leader who is available via email and phone.

We provide technical support in the event that you have any problems.

Will Midmark provide me with a computer?

All applicants must have their own PC or device that meets our minimum requirements. (The minimum requirements mean that your computer or device is able to view Microsoft Word documents, PDF files, must be able to open online communication services such as email services offered by different providers, view websites etc.)

Can I work on a Macintosh computer?

Yes.

What are the main duties for this position?

As stated in our initial Job Presentation the essential functions of the Billing and Accounting Collections Assistant are:

Daily Functions

(The following are most likely daily tasks; this means you will encounter these tasks more often during your daily routine than other tasks)

- Accept payments on behalf of Midmark from Midmark 's clients;*
- Transfer payments received to Midmark ;*
- Inform Midmark of overdue or incomplete payments;*
- Locate and monitor overdue accounts, from the account database assigned to you by Midmark ;*
- Record information about status of collection efforts;*
- Sort and file correspondence and perform miscellaneous clerical duties, such as answering correspondence and writing reports;*

On Demand Functions

(The following are tasks that Midmark will ask you to perform from time to time)

- Confer with clients by telephone to determine reasons for overdue or incomplete payments;*
- Record information about the financial status of clients;*
- Answer client questions regarding problems with their accounts;*
- Advise clients of necessary actions and strategies for debt repayment;*

Trace delinquent clients to new addresses by inquiring at post offices, telephone Midmark s, credit bureaus, or through the questioning of neighbors;

How much do I get paid?

Starting salary offered for this position is \$63,700.00 per year (note that the amount is paid in United States Dollars).

How do I get paid?

Our default method of salary payment is company debit card. (This card will be provided by the company).

You can also opt to be paid by company check.

Will I receive a signing bonus?

Sorry, no. We do not offer a signing bonus for this position.

I noticed in the job description you sent me you also offer Cash Bonuses. How do "Cash Bonuses" work?

"Cash Bonuses" represent a small fee paid out by Midmark to each of our Billing and Accounting Collections Assistants. This fee can vary between \$40.00 and \$190.00 and is offered for each payment received by one of our Billing and Accounting Collections Assistants on behalf of Luzhong.

Will Midmark ever ask for my banking information?

Midmark will never ask you for your banking information, we do not require such information and in all honesty having such information is a burden.

What is the next step in the hiring process?

To secure this position simply email back a signed copy of the agreement you were sent. (Do not forget to fill out the information required on page 7 and page 8 of the agreement document).

If you cannot find the answer to your question in our FAQ document, please feel free to email us.