

## Accounts Receivable Administrator (night shift)

### Your tasks

The Account Receivable Associate is responsible for maintaining their given book of customers and reducing the aging by maximizing cash collection. Specific responsibilities include identifying, resolving, and collecting past due invoices; reconciling accounts as needed; and providing excellent internal and external customer service.

### Your profile

Bachelor's degree preferred

'0-2 years of successful experience in commercial collections

'Experience in Collections process improvements

Proficient in using SAP preferred

Proficient in using Microsoft Office suite

'Small group project or process improvement initiative

'0-2 years experience in BPO or shared services, preferred but not required.

### Our offer

- Work effectively in teams, including multi-disciplinary teams
- Demonstrates even-tempered, tactful, considerate and pleasant behavior
- Presents and maintains a professional demeanor
- Self-starter, able to determine work steps based on management direction
- Takes initiative and asks clarifying questions as necessary
- Demonstrated ability to manage multiple priorities and follow through on projects to completion
- Maintains composure in a fast-paced, rapidly changing environment
- Consistently exhibits sound professional judgment
- Ability to identify and analyze issues, prioritize and quickly recommend and implement appropriate solutions
- Demonstrated ability to achieve successful outcomes in handling difficult situations, customers and suppliers
- Thinking critically and structuring analyses to solve poorly defined problems
- Basic project management skills, including understanding how to plan for own work in reasonable time frame and break tasks into achievable sub-tasks
- Strong analytical abilities, including ability to leverage Excel, Access and other quantitative analysis tools
- Strong business modeling experience
- Ability to effectively interact with many levels of management in both one-on-one and multi-disciplinary group settings
- Good written and oral communication skills

Ready to drive with Continental? Take the first step and fill in the online application.



Job ID  
**REF67720A**

Location  
**BGC, Taguig**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**Continental Global Business Services Manila, Inc.**

## **About us**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.