

Accounts Receivable Administrator (night shift)

Náplň práce

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.

Profil kandidáta

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.

Čo ponúkame

- 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

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ID pozície
REF67720A

Miesto práce
BGC, Taguig

Úroveň vedenia ľudí
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Právnická osoba
**Continental Global Business
Services Manila, Inc.**

O nás

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