

Collection Junior Analyst (Temporary Position)

หน้าที่ความรับผิดชอบในงานของคุณ

The **Junior Collections Analyst – South America** supports the timely and efficient management of the accounts receivable portfolio across assigned countries, contributing to the achievement of collection KPIs, reduction of delinquency, and compliance with credit policies. This role supports regional cash flow through operational activities, basic portfolio analysis, and effective communication with internal and external stakeholders

Key Responsibilities

1. Manage collection activities

- Follow up on past-due accounts, record payment commitments, and send payment reminders to support cash collection targets.

2. Support portfolio management and analysis

- Prepare aging reports and DSO summaries, monitor payment behavior, and identify risks or collection issues.

3. Coordinate dispute resolution and customer support

- Assist in resolving billing and payment disputes, maintain communication with customers, and coordinate with internal stakeholders.

4. Ensure data accuracy, compliance, and continuous improvement

- Maintain accurate records in collection systems, comply with credit policies and procedures, and contribute to process improvements

Principais Responsabilidades

1. Gerenciar as atividades de cobrança

- Realizar o acompanhamento de contas em atraso, registrar compromissos de pagamento e enviar lembretes de cobrança para apoiar o atingimento das metas de recebimento.

2. Apoiar a gestão e análise da carteira

- Elaborar relatórios de aging (envelhecimento da carteira) e resumos de DSO, monitorar o comportamento de pagamento dos clientes e identificar riscos ou problemas de cobrança.

3. Coordenar a resolução de divergências e o atendimento ao cliente



รหัสตำแหน่งงาน

REF99476B

ที่ตั้ง

Jundiaí

ระดับความเป็นผู้นำ

Leading Self

ความยืดหยุ่นในการทำงาน

ทำงานนอกสถานที่และที่บริษัท

เวลาทำงาน

งานเต็มเวลา

นิติบุคคล

Continental do Brasil Produtos Automotivos Ltda.

- Apoiar a resolução de divergências relacionadas a faturamento e pagamentos, manter comunicação com os clientes e coordenar ações com as áreas internas envolvidas.

4. Garantir a qualidade das informações, conformidade e melhoria contínua

- Manter registros precisos nos sistemas de cobrança, cumprir as políticas e procedimentos de crédito e contribuir para a melhoria contínua dos processos.

โปรไฟล์ของคุณ

- Minimum: Bachelor's Degree in Business Administration or similar.
 - Minimum 2 years of experience
 - Strong organizational and time management skills
 - Basic analytical and problem solving skills
 - Effective communication skills
 - Customer service orientation
 - Attention to detail
 - Proficiency with Microsoft Office
 - Teamwork and collaboration
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- Graduação completa em Administração de Empresas, Contabilidade, Economia ou áreas correlatas.
- Experiência mínima de 2 anos na área.
- Forte capacidade de organização e gestão do tempo.
- Habilidades básicas de análise e resolução de problemas.
- Boa comunicação verbal e escrita.
- Orientação para atendimento ao cliente.
- Atenção aos detalhes.
- Conhecimento do pacote Microsoft Office.
- Capacidade de trabalho em equipe e colaboração.

ข้อเสนอของเรา

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เกี่ยวกับเรา

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