Upgrade
your career

(Senior) Credit & Collections Specialist German Speaker – Transition

Job description

- The duties include Collections interactions with clients in a fast paced goal oriented AR department
- Providing high customer service regarding collection issues, process customer refunds, process and review account adjustments, resolve client discrepancies and short payments. Responsible for monitoring and maintaining assigned accounts
- Actively supporting Team Leader in monitoring results and performance
- Establishing proper collections strategies
- Accountable for reducing delinquency for assigned accounts
- Perform other assigned tasks and duties necessary to support the Accounts Receivable Department, including other team members training
- Enlist the efforts of sales and senior management when necessary to accelerate the collection process
- Must communicate & follow up effectively with sales department regarding customer accounts on a timely basis
- Establish and maintain effective and cooperative working relationships with and sales finance department and customers representatives
- Actively looking for areas of improvements, eliminating wastes and implementing solutions
- Running reports from SAP and preparing daily/weekly/monthly statistics and presentations if required

Requirements

- At least 1 year of experience in accounting
- Fluent in English and German (at least C1 level)
- Excellent Customer Service & communication skills
- Advanced Excel knowledge and computer skills
- Strong interpersonal, communication skills and enthusiasm
- Ability to work to tight deadlines and stretch targets
- Influencing and negotiating skills
- Availability to go for 3 months transition (September 2017, location: Berlin)

Embrace Opportunities

Take on New Challenges

Experience Professional Support

Career Fulfillment

Achieve Recognition

Interested candidates are invited to send CV to praca.pl@capgemini.com.
Please include the name of the event where you met us in the subject of your message.