

For a renowned, global company, having a Global Shared Service Center in Cracow, we are looking for:

ORDER TO CASH JUNIOR ADMINISTRATOR SLOVAK SPEAKER

LOCATION: CRACOW, POLAND

PURPOSE OF THE JOB:

Position gives the opportunity to work regularly with Slovak clients by contacting them via phone and e-mail. You will develop your communication skills and will get a valuable experience in a business, international environment. You will also get the desirable knowledge of SAP program.

- Completing the following Collections and Disputes processes:
 - Maintaining and updating the classification of the customer ledger
 - Performing pre-due process
 - Proactively managing the overdue, dunning, Promise to Pay processes
 - Managing the dispute process
 - Running dispute reports to facilitate root cause analysis between Team Leader/Operating Company (OpCo)
 - Proactively managing dispute reconciliation
 - Managing the credit limit exceeded process in accordance with the credit policy
 - Identifying held orders and taking appropriate action to resolve
- Developing and maintaining successful working relationships with customers and other key stakeholders
- Consistently adhering to key stakeholders, local, Global and GSS guidelines, policies and regulations for areas including Tax, Credit policy, Order to Cash etc.

REQUIREMENTS:

- Minimum few months of experience in Collections & Disputes/Debt Collection area
- Experience in other customer related areas will be an asset
- Fluent knowledge of Slovak (C1/C2)
- Systems knowledge (in particular Excel and SAP)
- Very good communication skills
- Ability to work within a team and show initiative
- Attention to details and accuracy
- Problem analysis and problem-solving skills.

THE COMPANY OFFERS:

- Being a part of one of the fastest growing shared services in Poland
- Attractive job in a dynamic international environment
- Career & personal development opportunities
- Attractive benefits package
- Friendly and supportive working environment.

Please, apply directly at justyna.krotki@precisionhr.pl

