

We are one of the biggest and most modern company in the current printing services industry, in the Region of Eastern - Central Europe. We are a part of American Quad Graphics family – Group of largest companies in US in Printing sector.

As one of other activities, next to our core business leads, we are growing our SSC operation in Poland. Our SSC provides global services and insures business process across many areas, such as logistic, purchase, finance, IT, IT Design. Our latest discovery of business need's brought to our attention Collection Analyst functions, on which we are more than happy to see You in our Team – potential candidate, if only below criteria sound right for You.

COLLECTIONS ANALYST

MAIN RESPONSIBILITIES:

- Management of portfolio for collection, deduction management and proactive risk analysis.
- Elevate visibility of customers with significantly increased exposure and/or risk through management reporting and utilization of credit dashboard and exception process.
- Maintain appropriate documentation and transparency to support basis and rationale for customer credit decisions and limits.
- Implement best practices and process improvement where appropriate.
- Customer service – internal and external

REQUIREMENTS:

- Excellent command of both spoken and written English
- BS degree in Accounting/Finance or Minimum of 3 years of experience in a commercial B2B credit collection environment
- Solid negotiation and collection skills
- Proficient in Microsoft Office
- Ability to build and maintain business relationships in a virtual environment
- Experience in client support would be an advantage

OFFER:

- Full-time job contract and stable working conditions
- Great working atmosphere and co-operation with our US teams
- Working in international environment for innovative company with strong position on the worldwide market
- package of benefits on preferential terms (sports card, health insurance, medical package)
- Positive energy and professional support in everyday duties