

Vacancy: Credit Control Administrator

Summary

We have an opportunity for someone to join our Credit Control team as a Credit Control Administrator. You will play a vital part in assisting the Credit Controllers with the day to day administration. This role could suit someone that is looking to prove themselves in a fast-paced finance environment.

Duties

- Logging customer queries for resolution.
- Responding efficiently and accurately to internal and external queries.
- Dealing with incoming remittances.
- Obtaining missing documentation.
- Inputting electronic invoicing data.
- Updating and maintaining allocated customer accounts.
- Chasing suppliers and customers for payments/agreeing contra payments.
- Ad hoc duties as required by the company i.e. filing, document distribution etc.

Skills and Experience

- Good telephone manner.
- Efficient and organised.
- Able to prioritise workload effectively.
- Comfortable with Microsoft packages, especially Excel.
- GCSE C grade Maths and English or equivalent.

Salary: Competitive

Contract Type: Full time, permanent with the possibility of an apprenticeship

Application: To apply for this position, please submit your CV and covering letter to Head Office Recruitment Team preferably via email – recruitment@reconomy.com

