



**Jobbnorge-ID:** 119996

**Søknadsfrist:** Avsluttet

**Nettside:**

**Omfang:**

**Varighet:**

## Credit and Collections Specialist with English and Nordic Language

### Job description:

The successful candidate will be working within our International Financial Service Business Process Outsourcing competency center for one of our clients. The role of Credit Controller covers all aspects of collections activity including cash collection, account management, customer relations and controls.

This will be done through implementation of all Account administration, payment demand and Collection activities for sales through multiple revenue streams (NSO, ORS, XF and Direct). There will be strong need for relationship building with customers, in country teams and in house billing and customer care teams.

### Specific Responsibilities:

- Responsible for the analysis, reconciliation, and collection of a large portfolio of Customer Accounts with the objective of reducing and minimizing past due balances.
- Make outbound contacts with end customer contacts to ensure timely payment of invoices
- Implementation of permanent account administration, reconciliation and account analysis.
- Implementation of credit/account management, ascertainment of the payment patterns and, if necessary, implementation of corrective measures.
- To ensure debt and cash targets are met on a quarterly/monthly basis
- To ensure all ledgers are kept clean and reconciled
- To ensure full compliance with all associated internal and Sarbox controls

### Skills/Abilities:

- Business Administration or Finance Degree
- High level of English and at least one Nordic language - Danish, Finnish, Swedish or Norwegian or Dutch
- Relevant and demonstrable experience of a collections role. (Required)
- Sap Experience
- Customer focused orientation
- Excellent analytical and reconciliation skills
- Ability to work own initiative
- Financial & commercial awareness / good numerical skills.
- Committed approach to team work.
- Resilient under pressure and able to quickly adapt to unforeseen work demands.
- Adaptable to a changing environment
- Excellent communication skills.

In return for your commitment you will be rewarded with a competitive salary and a benefits package that includes:

- Regular incentives and employee rewards
- 25 days holiday allowance for 2015 (set annually as per collective agreement), plus public holidays Subsidized private medical care and onsite medical service
- Free Company shuttle bus from train station to Xerox Office
- Local employee discounts at shops and restaurants
- Free Spanish, French and English classes.
- Private medical care and onsite medical service
- Friendly international environment.
- Employee Social program that includes subsidized trips (Skiing in Andorra in winter, Costa Brava in summer), beach volleyball and more
- Childcare vouchers

Apply today! We kindly ask that you mark your application with reference CC/12/2015/Nordics and send it to: [Recruitment.EMEA@xerox.com](mailto:Recruitment.EMEA@xerox.com)

If you want to develop your skills and are keen to find a secure role with prospects we'd like to invite you to be part of our exciting future.

*Xerox Business Services, LLC is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, creed, religion, ancestry, national origin, age, gender identity, sex, marital status, sexual orientation, physical or mental disability, use of a guide dog or service animal, military/veteran status, citizenship status, basis of genetic information, or any other group protected by Federal or State law or local ordinance. People with disabilities who need a reasonable accommodation to apply or compete for employment with Xerox Business Services, LLC may request such accommodation(s) by calling 1-866-419-2226 or by sending an e-mail to [accommodations@xerox.com](mailto:accommodations@xerox.com).*

**Tilleggsinformasjon**

**Arbeidssted:**