



Job vacancy: Dutch speaking Collection Officer

Number of available position: 5

General information:

Location: **Prague (Czech Republic)**

Form of employment: **full time**

Type of contract: **permanent**

Gross annual wage (Euro): **27.000**

Job description:

The Collections Officers will be asked to:

- Maintain a ledger of accounts;
- Collect overdue accounts and minimize financial risk, calling customers to align payment dates (proactive and reactive) and amount to be paid;
- Account reconciliation as required;
- Monitor customers on payment plans;
- Minimize the number of delinquent accounts and containment of the flow to the next financial cycle;
- Resolve customer issues pertaining to delivery, pricing and bonus;
- Provide copies of documentation (invoices, credit notes, account statements...) to customers and business unit contacts.

Requirements:

- ✓ **General requirements:**
 - EU28 + Norway or Iceland citizenships
 - Residence in a EU28 country + Norway or Iceland (outside France)
 - Between 18 and 35 years old
 - Registered on EUJOB4EU Platform with a complete CV in English
- ✓ **Language knowledge:**
 - English: advanced
 - Dutch: advanced
- ✓ **Other specific requirements:**
 - Degree in Finance or Economy or demonstrated experience in collection procedures

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ISCO Profile requested:

Business and administration professionals
Finance professionals
Financial analysts

Procedure to participate in the selection:

Deadline to present your candidature: 31st of January 2016

To participate in the selection it is necessary to be **registered on EUJOB4EU Platform:**

www.yourfirststeuresjob.eu/eujob4eu

The CV inserted must be written in in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please send an **email to info@yourfirststeuresjob.eu**, indicating "Collection Officer - Prague" in the object.

Only candidates registered, with a complete CV and responding to the requirements will be contacted for the selection.