

Credit Controller

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CONSULTANCY

eppc

EPPC Albania on behalf of its client, *an international company, leader in the production of construction materials*, is currently recruiting a **Credit Controller**.

Major responsibilities:

- Checking customer's credit situation and deciding whether or not to offer the credit;
- Monitors customer's credit exposure for late payments, control and monitor KPIs and over 45 day debtors;
- Contact debtors through calls, emails or letters to notify them of overdue invoices and encourage them to pay;
- Manage Microsoft collect system regarding customers contacts history, treatment plans management and query handling;
- Review of customer contract financial terms like: credit limit, payment terms;
- Evaluate risk for all credit accounts and apply Stop Credit according to Credit policy;
- Dealing with internal queries about payments, ensuring customers pay on time and negotiating re-payment plans;
- Daily, weekly and monthly reports of all debtors activity;
- Reconciling customer balances and monitor credit and unallocated balances;
- Maintain regular contacts with partners, agents, resellers regarding company invoices payments.

Requirements for this position are:

- University degree in Finance/Accounting;
- **At least 3 years of experience in Finance, Accounting or Administration sector;**
- **Knowledge of Albanian Legislation and IFRS;**
- Very good knowledge of *Navision (preferable), Excel, MS Office* etc.;
- Ability to work under pressure and to meet deadlines;
- **Excellent communication and analytical skills;**
- **Very good knowledge of English.**

How to apply

To apply for this opportunity, please send your CV and supporting document, mentioning the position that you are applying for, to:

tianda.nano@eppc.al

You will be contacted by eppc only if your CV & support documents will be qualified.