

ACCOUNTS RECEIVABLE COORDINATOR WITH FRENCH

HOW TO APPLY?

Send your CV to Petra Buřvalová (petra.burvalova@gardnerdenver.com) or visit www.gdbrno.cz/.

WHAT WILL BE YOUR RESPONSIBILITIES:

- Contacting our B2B customers to ensure invoices are paid on time reducing overdue accounts receivable
- Cooperating with internal departments on resolution of customer issues that delay payments (e.g. incorrect deliveries, billing issues or price disputes) via e-mails, meetings, and conference calls
- Administration of customer accounts from an accounting perspective, including reconciliation of open items with customer's accounts payable team, clarifying received payments, netting, processing agent commissions

WHAT IS IMPORTANT FOR US:

- You are a fluent French speaker (B2 and higher) plus you are able to communicate in English (B2 and higher)
- You enjoy talking to people and have great communication skills that you are able to utilize in order to drive an issue to a successful resolution
- We are not a call center however you should not be afraid of picking up a phone and making the call if it speeds up the collection process
- Experience from customer service, finance or sales department is an advantage
- We are looking for a team player who takes responsibility for their portfolio of customers, but on the other hand, is aware that team cooperation is a key element of success
- Basic knowledge of excel, especially pivot tables and VLOOKUP can make your life easier with the account administration
- Experience with SAP/GetPaid is an advantage but not a must

WHAT WE OFFER:

- Motivating salary and annual bonuses
- ACCA courses
- Meal vouchers
- Flexipass vouchers 500 CZK or Multisport Card for free
- 5 weeks of holiday, sick days
- Celebrate your birthday (day off)
- Flexible working hours
- Possibility of Home Office
- Contribution to language/professional courses 5000 CZK
- Contribution to pension and life insurance
- Mobile service employee program
- Pleasant and modern working environment close to the city center
- Refreshment at the workplace for free