

## **SELECTIVA IS LOOKING FOR GREEK COLLECTION**

Are you interested in improving your CV working for a multinational organization and learning Spanish in a warm and vibrant country?

American multinational technology corporation, is looking for Accounts Receivable Specialists with Greek language to work in its International Service Center in Spain.

**LOCATION:** Madrid

**CONTRACT TYPE:** Indefinite contract

**SALARY:** 16.000 Gross per year

**TIMETABLE:** Monday to Friday (9:00 to 18:00)

**MAIN TASKS:** The Accounts Receivable team is responsible for maximizing cash flow to the IBM Corporation through the timely collection of invoices and administration of the accounts receivable file. As part of the role, you would be required to perform the below activities:

- Take ownership of customer issues and react with a sense of urgency.
- Focus on building client relationship (internal and external), including direct telephone contact.
- Maximise Collection Performance to ensure cash flow.
- Pre-legal identification of bad debtor cases.
- Regular follow up and documentation of all cases using the appropriate tool.
- Process refunds, write offs and other general ledger movements

### **REQUIRED SKILLS:**

- Experience in administrative tasks
- Quality oriented work approach
- Fluent language skills in Greek and English

### **CONTACT:**

- [roberto.navarro@selectiva.es](mailto:roberto.navarro@selectiva.es)