WE'RE LOOKING FOR

SUPERVISOR, CREDIT AND COLLECTION

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Responsible for the over-all supervision of recording of transactions, and ensuring completeness and accuracy of AR-Trade. Supervises works of personnel including implementation of company policies, appraisal training, monitoring of attendance, and the like. Provides technical & procedural guidelines to subordinates/staffs
- Review and make recommendations for any changes to process that will improve effectiveness or efficiency of the function
- Leads in the monthly review of past due accounts and focuses on the formulation of collection plans and on the monitoring of its implementation
- Handle customer and supplier phone calls with a high degree of customer service
- Assist in preparing operating and management reports
- Responsible for the analysis of AR-TRADE per Customer and per Area
- Responsible for the timely and complete recording of Sales Collections and Invoice deductions
- Prepares collection performance
- Monitor accounts and send Collection letters when required
- Responsible for preparing monthly accounts receivable reports and collectible update
- Promote ongoing development of metrics in order to continually optimize team performance
- Continual development and motivation of team
- Ensuring team goals are aligned to business strategy and goals

Qualifications: ·

- Graduate of Accountancy, Management Accounting, and equivalent
- With at least 5 years relevant work experience
- Willing to travel and amenable to work during holidays
- Must be computer literate
- Has the ability to work to strict deadlines and can work under pressure
- Must have strong organizational and analytical skills with an ability to prioritize
- Excellent attention to detail
- Strong spoken and written English
- Can start immediately

To apply: Send us your resume and a copy of your TOR through

E-mail: vfihr.finance2@gmail.com

For inquiries, call: 0917 710 6492 (Globe)

(Look for Ms. Maria Theresa M. Sanchez)