



Trizma Smartsourcing is the leading BPTP company with headquarter in Serbia. Trizma is serving over 43 clients around the clock in 17 major international languages and operating through our cost and energy efficient state of art service locations. Our mission is to work closely with our clients in order to discover, develop and deliver services based on integrity and trust. Trizma sustainable guarantees are:

- ✓ More than 12 years of progressive long-term growth
- ✓ Direct access to leading innovative technologies and highly educated talent pool
- ✓ International delivery capabilities already supporting key clients across three continents
- ✓ ISO-9001 certified quality standards of operation in a every single business account
- ✓ Regional proximity and business practices expertize guaranteeing client satisfaction

CASH COLLECTOR

Position Summary & Key Areas of Responsibility:

A Cash Collector is accountable for collecting payments from customers, as well as for cash forecasting. He/she will monitor all cash collection activities for overdue accounts including customer payments behaviour and will collaborate closely with the Account Management.

Collaborate close with Account Management to resolve invoices and disputes queries. Prepare cash forecast and collect and check remittance advices from customers. The issuing of late payment interest invoices.

Main tasks:

- Contact customers via e-mail and phone with appropriate follow up to ensure timely payments
- Matching payments to invoices where no remittance advice is provided
- Provide cash allocation information to Accounts Receivable team and ensure allocated customers' portfolio
- Provide customers with regular Statement of Accounts
- Prepare cash forecast on a weekly basis
- Liaise with Account Management to resolve invoices and disputes queries
- Interact professionally with customers in order to efficiently assess their payment ability and negotiate about payment plan
- Prepare aging reports for different business units and the Management
- Compile ad-hoc reports for the Management
- Deputize for other cash collectors

Candidate profile and qualifications:

- University degree in Business Administration, Finance, Economics or equivalent
- Knowledge of SAP is desired
- Good command of MS-Office (Excel, in specific)
- 3 years of experience in Cash Collection
- 1-2 years of experience in industrial environment would be an advantage
- Proficiency in English (C1 level)
- Knowledge of German (B2 level) is a plus
- Self-starter with a can-do mentality
- Team player and cross-cultural awareness

Trizma is offering:

- Long term employment opportunity for best performing candidates
- Performing services for a multinational company
- Dynamic and responsible position
- Chance for a professional and personal development
- Advancement opportunity