


JOB VACANCY

Work Location	Australia
Work Address	Mulgrave, Melbourne
Hiring Department	Credit
Hiring Position	Credit Officer
Employment Type	Full-time & 12 months' Fixed Term Contract
Job Responsibilities	<p>Credit tasks, such as:-</p> <ul style="list-style-type: none">• Open new customer accounts in Microsoft Dynamics (AX09) and making necessary amendments adhoc• Managing CRM (customer relationship management) queue to ensure all assigned tasks are completed efficiently and in a timely manner• Performing all credit administration duties as required (handling customer queries regarding document requests, monitoring internal mailboxes as and when required)• Improve the days outstanding for debtors, as sent out by the Credit Manager.• Minimize the write off debts.• Credit reporting of new accounts.• Assist Customer Service with disputed accounts.• Maintain accurate customer information to ensure integrity of data using internal systems such as Goldmine, Loscam AX etc .• investigates credit worthiness of potential customers prior to entering into business arrangements and makes recommendations on approval for credit• maintains and reconciles debtor accounts and recommends action to be taken on bad/outstanding debts informs customers and internal stakeholders on credit

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Job Requirements	<ul style="list-style-type: none">• Must have 3+ years Credit experience.• Highly developed communication skills• Ability to work under limited supervision• Approachable and professional manner• Strong Credit and Customer Relationship Management systems skills and Microsoft Office• Ability to work under pressure and meet tight deadlines
How to Apply	Please send your CV stating the position you are applying for by clicking Apply now 
Application Deadline	12 April 2024
Remarks	<p>For other job openings, please visit our Career page for more details.</p> <p>All information provided by applicants will be treated in strict confidence and used for recruitment purpose only. All personal data of unsuccessful applicants will be retained for 18 months for future recruitment purpose and will then be destroyed.</p>