



# Credit Operations Associate

## Our client:

An international company based in Geneva.

## Role & Responsibilities:

- Management of credit portfolios to support Market in achieving company KPIs.
- Ensure the prevention of arrears, the management of commercial and national risks, the number of days of execution, the avoidance of bad debt, the assessment of credit risks in full compliance with the rules and procedures of the company, AML and J-SOX / CH-SOX.
- Control and timely release blocked orders in SAP whenever justified in close cooperation with C&TM and CSD coordinators.
- Manage, control and follow up AR key task completion (timely statements of account & reminder communication to customers showing Past Dues).
- Follow-up & coordinate SAP maintenance, timely approve CMDs (customers master data).
- Prepare and keep up to date related customers' files (BAPs/MEMOs, agency credit reports, contracts, etc.) in Credit operation share-point.
- Support requests made by auditors, internal and external, including J-SOX audits.
- Support credit managers in other ad hoc projects in line with business requirements.

## Profile:

- University degree Bachelor or Master degree within finance industry
- 2 to 4 years' experience in credit/collection, accountancy and control activities within international companies
- Comfortable in SAP and expert in Excel
- Fluent in English
- Available immediately

## Required skills:

- Quick learner, autonomous and self-organized

**Contract type: Temporay**

**Rate of activity: 100%**

**Starting date: January 2019**

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik  
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