

Accounts Receivable Specialist with Italian

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Company: PL18 Alcon Polska Sp. z o.o. Company

Location: Warsaw

Category: office-and-administrative-support

Description

As an **Accounts Receivable Specialist with Italian** you will be responsible for following up with customers for overdue payment and address customer inquiries, follow up on outstanding receivables and dispute cases. In this role, a typical day will include:

Actively participate in the migration of I2C processes to the newly created Service Center in Warsaw

Manage own portfolio of customers via Receivables management tool in SAP, following up individual accounts for payment collection.

Provide detailed analysis of portfolio aging and highlight areas of concern based on company guidelines.

Review blocked orders due to credit check periodically, addressing reasons for block and releasing order once resolved, adhering to deadlines.

Maintain contact with local stakeholders and customers to provide detail of blocked credit accounts.

Maintain contact with global COE to support any issue related to cash allocation or credit management.

Follow up on Credit card transaction and its related master data

Create and monitor customer disputes in Receivables management, ensuring no overdue

cases.

Create reports and provide data to be used in periodic credit committee meeting between global, regional and local teams.

Ensure all customer contact is documented and requests from customers are actioned in a timely manner.

Ensure all open items raised by the global COE are closed in a time manner and in good quality.

Produce report for review of customer disputes and liaise with local teams for resolution.

Timely communication with regional & local Accounts Receivable teams/business function as required.

Actively participate in the financial Month-end-close activities (calculate provisions for bad debt, perform accounts reconciliations)

Provide audit support through data/documentation gathering.

HOW YOU CAN THRIVE AT ALCON:

Opportunity to join growing, early-stage organization built within a mature, stable global company

Possibility to take part in unique transition project

Friendly working environment and a diverse and highly motivated team

Individual career development plan and possible career growth within newly created account

Very best working environment for our employees – Alcon Polska has been recognized as a Top Employer for the two years in a row

Opportunity to develop a deep understanding of the I2C markets, honing professional skills on presenting to senior audiences and the opportunity to grow within a niche part of the financial industry

Truly international environment and daily interactions with colleagues and stakeholders from

all over the world

Attractive benefits package (private medical care, group insurance, lunch card, transportation allowance, pension plan, Multisport/cultural card, Alcon products for you and your significant other)

Attractive compensation package (including bonus scheme and language allowance)

Flexible hours and remote work possibilities

Brand new office with a lot of facilities inside located at NewCity building, 15 Marynarska Street, Warsaw

Key Performance Indicators:

Passion for I2C operations function and great communication skills

Fluency in **English and Italian** language is a must

Previous experience in I2C processes, either in in-house or within shared services

Experience with credit management / cash collection / customer service preferred

Excellent customer service behavior (role model)

Previous experience working with SAP

Transition experience is a plus

Positive attitude and ability to work in fast-paced project environment

Focus on continuous process improvement

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