

OTC Credit Administration Analyst

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Company: Aptiv

Location: Kraków

Category: other-general

At Aptiv, we couldn't solve mobility's toughest challenges without our Corporate team. They ensure operations run smoothly by supporting more than 200,000 Aptiv employees and providing the direction and guidance needed as we strive to make the world safer, greener and more connected.

Your Role

Assessing New Customer Credit Risk (in line with agreed procedures)

Managing the requested new Credit Limit requests

Managing the requested new Credit Limit extension requests

Creation of New Customer Accounts

Management of existing Customer accounts with Aptiv ERP landscape

Utilising Aptiv Credit Admin rules to Review new orders exceeding approved credit

limits Escalating & managing Order Releases

Participate in identifying and implementing process improvements

Updating and reviewing desktop procedures

Ensure Key Metric's are met and service is delivered to end users Functions

Communication and co-operation with other departments

Providing required information and documentation for external and internal audit

Supporting Billing and Reporting Team task

Your Background

Min 1 to 2 + years' experience in OTC processes

Very good command of English language (min. B2)

Strong Microsoft Office product skills – Excel, Word, Powerpoint, Sharepoint

Good knowledge of SAP

Effective customer relationship and business partnering skills

Ability to keep information strictly confidential

Master's Degree in Finance/Accounting/Economics (preferred)

Why join us?

You can grow at Aptiv. Aptiv provides an inclusive work environment where all individuals can grow and develop, regardless of gender, ethnicity or beliefs.

You can have an impact. Safety is a core Aptiv value; we want a safer world for us and our children, one with: Zero fatalities, Zero injuries, Zero accidents.

You have support. We ensure you have the resources and support you need to take care of your family and your physical and mental health with a competitive health insurance package.

Your Benefits at Aptiv:

Private health care (Signal Iduna) and Life insurance for you and your beloved ones

Well-Being Program that includes regular webinars, workshops, and networking events

Hybrid and flexible working hours

Employee Pension Plan paid by the employer (you get + 3,5% on each gross salary)

Access to sports groups and Multisport card

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