

Senior OTC Analyst

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Company: Aptiv

Location: Kraków

Category: business-and-financial-operations

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:

As an Senior OTC Analyst, your daily work will be related to:

Perform all aspects of collections regarding EMEA Customers Portfolio, including:

Resolving customer financial queries

Managing overdue payments through Collections Workflow tools

Contact with customers via phone, email etc.

Receive and resolve discrepancies (Qty, Price, Warranty, Customer, Freight, etc)

Prepare and dispatch statements of customer account

Preparing required reports on time – e.g. Past Due report and Forecast

Identify opportunities for continuous process improvement and/or work in the project team

Creating and updating desktop procedures

Escalation and follow up on issues through available tools

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

Communication and co-operation with othe Aptiv's departments

Participation in organized conference calls

Your Background:

University degree in finance

At least 2 years work experience in AR area

Good knowledge of SAP

Very good English (another language will be an asset)

Good knowledge of Excel

Analytical and communication skills

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