

Translate Plus Limited is a fast-growing, award-winning language services and technology company. Over the last 3 years we have won the prestigious Sunday Times Virgin Fast Track 100 award, given to Britain's top 100 private companies with the fastest-growing sales, been ranked by Deloitte as among the 500 fastest growing tech businesses across the whole EMEA region, and included in the Sunday Times SME Export Track 100 list of the British companies with the fastest-growing international sales.

We are very proud of these achievements and are now recruiting to continue the growth of our company even further, by adding exciting new positions to our Eastern Europe office in central Sofia - very close to the Mall of Sofia.

We are currently looking for a **Debt Collector** (Finance department) to join our Accounts Team.

Responsibilities will include:

- Working with calling targets to achieve targeted credit level
- Processing client and supplier invoices
- Credit control
- Reconciling Bank and credit card statements
- Producing financial reports and management information
- Tracking and resolving queries relating to unpaid invoices
- Chase payments from customers efficiently by phone and email
- Credit checking new and existing customers as required
- Other ad hoc accounts work as required

Requirements:

- Confidence speaking on the phone
- Strong command of oral and written English
- Good Excel skills
- Good at prioritising and work well to deadlines under pressure
- Excellent communication and negotiation skills and the ability to contribute to the work of a team
- Ability to maintain confidentiality concerning financial and customer transactions

What we offer:

- Career progression possibilities
- Trainings tailored to your needs
- Flexi-time
- Holiday increase
- Weekly fruit and drinks deliveries and monthly breakfast



- Game nights, teambuilding and parties

If you can't wait to become the next member of our successful team, please contact us now – **send your CV to tsveta.ilieva@translateplus.com!** Please note that we receive a very large amount of applications. We aim to get back to you as soon as possible should you be invited for an interview. If you will not be invited for an interview at this stage your application will be saved for the future. We apologise that we cannot e-mail you individually in that case.

