

## Junior Accounts Receivable Specialist (Finance Department)

Do you want to work for a market-leading company?

In 2018 translate plus was ranked by leading industry analyst Common Sense Advisory as the fastest-growing language service provider in the world. We are part of Prodigious, Publicis Groupe's cross-media production platform. Prodigious brings together specialist production expertise in video, digital and print, producing and delivering brand content across all channels for top global brands.

We are very proud to be part of this group and we are now recruiting to continue the growth of our company even further, by adding exciting new positions to our Bulgarian office. We are located in central Sofia (very close to the Mall of Sofia) and we support clients across Europe and also worldwide.

We are currently looking for a Junior Accounts Receivable Specialist to join our Finance Team.

Responsibilities will include:

- Credit control
- 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
- Posting cash received and allocating against invoices on a daily basis
- Other ad hoc accounts work as required

Requirements:

- Strong command of oral and written English
- Good MS Excel skills
- Good at prioritising and work well to deadlines under pressure
- Confidence on the phone.
- 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

It would be a bonus, but not a must, if you have one or more of the following criteria:

- Previous experience within Accounts Receivable

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 and send us your CV at [HR@translateplus.com](mailto:HR@translateplus.com)



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