**Credit Controller**

The Credit Controller is responsible for managing the cash collection of overdue amounts on our large accounts ledger, through the building and maintaining of strong relationships with customers and internal liaison with customer account teams.

**Credit Controller Responsibilities:**

* Collection of overdue amounts in a timely manner within the agreed credit terms and to report any potential problems to the Credit Manager.
* Reconciliation of customer accounts and cash allocation.
* Resolving customer queries (ie. price queries, providing copies of invoices and PODs as requested) through internal liaison and external communication with customers directly or via a portal.
* Releasing (or holding) of customer orders when credit limits have been reached.
* Maintaining and reconciling our 3P e-Invoicing delivery system.
* Amending credit limits following rating changes from credit insurers and credit reference agencies or as directed by the management.
* Other credit control / admin related tasks as required.
* Carry out any other reasonable duties as and when required.

**Credit Controller Requirements:**

* 1 year credit control experience.
* Associates or Bachelors Degree preferred.
* Proficiency in Microsoft Excel.
* Self-directed.
* Ability to thrive in a fast-paced, non-routine role.
* Well-developed keyboard / PC skills.
* Excellent communication skills.
* Ability to work under pressure.
* Team player with a 'can do' attitude.