**Job description**

SENIOR CREDIT CONTROLLER REQUIRED - FULLTIME POSITION BASED IN DUBLIN 15

**Requirements**:·

·Minimum 2 years previous experience in an Accounts department essential

·Proven analytical ability arrived from a combination of work experience and academic endeavour

·High level of computer literacy a must (help expedite report generation as required)

·Ability to operate as part of a country-functional team

·Excellent communication and interpersonal skills

·Flexible and multi-tasking, ability to produce results

·Sense of urgency and ability to work in a fast paced environment

·Deadline focused with ability to prioritise tasks

·Strong organisational skills and pleasant telephone manner

·Ability to contribute to a positive working environment

·Experience working with AMCS Elemos a distinct advantage

**Duties & Responsibilities**:·

·Maintain allocated accounts, answering customer queries and liaising with Admin/Sales to resolve these queries effectively

·Contact customers regarding outstanding payments

·Produce weekly and monthly Accounts Receivable reports

·Issue monthly statements

·Approve new accounts, request credit reports

·Issue customers with credit hold

·Any other duties as assigned by the Credit Control Supervisor

**Employment Type**

Full-time