

## JOB DESCRIPTION

Job Title: Associate Manager



### POSITION DETAILS

Department	Location	Reporting to	Band
Collections	Pune	Head - Collections	MM1

### QUALIFICATION DETAILS

Qualification	Min. Relevant Experience	Industry preference
MBA	5-9 Years	Logistics /3PL

### JOB DESCRIPTION & SPECIFICATION

<b>Job Description</b>	<ul style="list-style-type: none"><li>• Monitoring the credit limits and outstanding dues from allocated customers.</li><li>• The person is required to understand accounting aspects and should be able to tackle tricky and complicated situations and take them to their logical closure.</li><li>• Keep track of assigned accounts to identify outstanding dues.</li><li>• Plan course of action to recover outstanding payments.</li><li>• Working and coordinating with multiple stakeholders.</li><li>• Contact debtors to inquire about their payment status.</li><li>• Negotiate payoff deadlines or payment plans.</li><li>• Handle questions or complaints along with detailed analysis.</li><li>• Investigate and resolve discrepancies as may be required.</li><li>• Support the accounting and invoicing team in resolving issues related to debtors.</li><li>• Responsible for periodic reconciliation of debtor ledgers.</li></ul>
<b>Preferred Skills</b>	<ul style="list-style-type: none"><li>• Good communication skills.</li><li>• Good coordination &amp; email writing skills.</li><li>• Team handling experience is mandatory/People management.</li><li>• Excellent MS Excel /PPT skills required.</li></ul>