



## ACCOUNTS RECEIVABLE and DEBT COLLECTIONS Part Time

- ✓ Part time 4 days per week (5-6 hours per day) hours negotiable
- ✓ Managing all aspects of Accounts Receivable
- ✓ Progressive Australian Company

With a history of success, a fleet of 30+ cranes and providing a 24hour, 7 day a week service, our client has established itself as one of Victoria's largest Mobile Crane Companies.

Based in Clayton, this is a high volume AR processing role with a strong focus on debt collection. This role calls for a collections professional that is not afraid to pick up the phone to perform the full function of credit control, business-to-business. The key responsibilities include the timely collection of all outstanding debtors, managing all aspects of Accounts Receivable and general office duties such as data entry and administration.

To be successful for the role you **must** have a minimum of three (3+) years experience in a collections/receivables role. A sound working knowledge of collections processes and be proficient with MYOB and MS Office. Knowledge of the Trade Practices, OHS and Privacy Act is desirable.

In addition, you will have meticulous attention to detail, fast and accurate data entry skills, and be able to demonstrate your ability to work collaboratively within a team assisting with other duties as required.

If you have strong communication and interpersonal skills, an unflappable attitude along with an exceptional work ethic then we want to hear from you.

To apply, please send a covering letter outlining relevant information to demonstrate how you meet the key requirements of the position, along with a resume to Anna Colella via email: [anna@recruitsafe.com.au](mailto:anna@recruitsafe.com.au)

RECRUIT SAFE PTY LTD  
13, 200 Queen St Melbourne  
[www.recruitsafe.com.au](http://www.recruitsafe.com.au)