

# WE ARE HIRING!

**Compass Management International** for the office in **Kumanovo** is looking for:

## ASSISTANT ACCOUNT EXECUTIVE



### Responsibilities:

- Data entry and scanning of invoices. Work on batches that were e-mailed or faxed, bind them and upload the same in our system.
- Knowledge about invoice, rate agreement between carrier and broker, BOL/POD and the connection between it, lumper, detention, scale tickets etc.
- Invoice verification, POD identification matching the delivery info on the rate agreement.
- Credit research of debtors, freight forwarders, shippers which includes approving or denial of such to factoring clients.
- Setting up new debtors in factoring software and establishing a minimum account debtor credit limit after proper credit research is done.
- Identifying difference between valid and/or fake, fraudulent Bill of Ladings and notifying the AE.
- Send NOA to account debtor and make sure the payment will be sent to correct remittance address.
- Perform a weekly follow up with the clients, making sure that requested original PODs are being received by CFS scanned and mailed to the debtors to ensure payment.
- Follow up on delinquent invoices and verification discrepancies as assigned by the AE.
- Ensure proper documentation of all contacts with account debtors and to accurately report to the Account Executive daily activity.
- To maintain accurate and up-to-date information in the operating system including credit limits, addresses, phone numbers, contact people, etc.
- Being able to prepare the necessary reports needed for a credit limit increase of a customer in the Credit Committee Meetings.

### Requirements:

- Fluent in English
- Detail-oriented
- Able to work comfortably in a fast-paced environment.
- Able to work second shift.

### Candidate personal qualities:

- Good personal organization and time priority management
- Team player that is motivated by the opportunity for advancement
- Well organized and driven to deliver excellent customer service
- Presentation and good communication skills

### We offer you:

- Professional and personal growth and accomplishment
- Modern working environment
- Full – time employment
- Full job training will be provided
- Private health insurance

If you are interested in this position, please send us your CV in English.  
Only short listed candidates will be contacted.

With submitting your CV or any other document you explicitly consent that we may process your personal data contained therein for the purposes of the recruitment process.