

Credit Collector & Administrator

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We are looking for a new colleague who would like to work in the afternoon/evening hours at a globally recognized company, offering professional development, an international environment, and flexible working arrangements. This position is ideal for fresh graduates with a financial background, as well as experienced professionals seeking to strengthen their expertise in customer relations and finance.

Tasks

- Collecting invoices at due time, sending statements and reminders, supporting the reconciliation of payments with invoices
- Monitoring credit holds and releasing orders whenever possible
- Communicating credit release issues related to the assigned portfolio with relevant stakeholders
- Preparing, updating and maintaining information about new and existing customers
- Negotiating payment agreements (terms, deadlines, interest) in pre-alignment with the supervisor
- Performing administrative tasks related to special collection tools

Expectations

- Financial knowledge – either through education or work experience
- Fresh graduates with a financial degree are welcome to apply
- Fluency in English (90% of daily tasks are performed in English)
- Ability to work independently, set own priorities, and organize daily tasks effectively
- Customer-oriented mindset

- Strong communication skills with clients, internal partners, managers, and team members
- Working hours: 1:30 PM – 10:00 PM

Co offer

- Cafeteria and commuting allowance
- 50-50% home office and office-based work
- Medcover health insurance
- International, dynamic work environment
- Excellent career opportunity for both fresh graduates and experienced professionals who prefer working in the afternoon/evening hours

Other

- Location: Székesfehérvár + home office

Data protection

[Adatvédelmi tájékoztató](#)