

'friendly, local service...**nationwide**'



Lifts • Escalators • Cradles

People are our most **important** asset. That's why we are always looking for smart individuals with diverse backgrounds - people who like to **ask questions, solve problems** and **insist on providing a better service** to our customers.

Position: Credit Controller (Part Time)
Location: London
Closing Date for Applications: Open until a suitable candidate is appointed

We have an opportunity for a Credit Controller based at our busy London office.

The successful applicant will be working as part of our dedicated Accounts team, reporting directly to the London Group Financial Controller.

The main areas of responsibility will include, but not be limited to the following:

- Credit control responsibilities include the effective, efficient collection of the companies' debts through reconciliation, query resolution and contract knowledge.
- Experience in a high-volume environment and familiarity with customer portals plus the ability to work in a small team is essential.
- The successful applicant needs to have experience in dealing with clients and have a good telephone manner. Customer care is of vital importance and there is a need to properly communicate electronically through email, customer internet-based portals and other electronic media.

This is a part time position Monday to Friday, the days and hours will be arranged by agreement. Please note this position does not offer hybrid working.

Skills and Experience to be considered:

- Either 5 GCSE qualifications (or equivalent) at level A to C or relevant proven experience.
- Basic understanding of Microsoft Excel, Word and Outlook.
- Able to communicate effectively with clients, colleagues and internal departments.
- A full DBS Check and two verified business references will be required.
- Experience in a high-volume environment and familiarity with customer portals plus the ability to work in a small team is essential.
- Experience in dealing with clients and have a good telephone manner.
- Customer care is of vital importance to ensure full communication electronically through email, customer internet-based portals and other electronic media.

Benefits of the position for the right applicant include:

- Competitive salary.
- Participation in the company profit share scheme after a qualifying period.
- Contributory pension scheme.
- 25 days paid holiday in addition to public holidays.
- Medicash Health scheme and a contributory Private Health Care scheme.
- Contributory Private Health Care scheme.

Still interested? Then please apply (in confidence) by post or email to:
Arthur Phillips Financial Controller Arthur.Phillips@jacksonlifts.com

Jackson Lift Group monitor and evaluate compliance with equal opportunity laws, guidelines and policies to ensure that employment practices and contracting arrangements give equal opportunity without regard to race, religion, colour, national origin, sex, age or disability.



Join our **team**