

Credit Controller – Bristol

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:00am – 5:00pm
Department:	Credit Control
Location:	Great George Street, Bristol, BS1 5QT
Salary:	Negotiable

Purpose:

To manage the LCP credit control process with your allocated portfolio of Clients to ensure debt is collected, aged debt is minimised, and Client issues and queries are resolved in a timely fashion.

Key Responsibilities:

- Collect debt
- Manage emails in and out of the business
- Reduce aged debt
- Liaise with AM's when necessary to push for query resolution
- Keep full notes and diary management up to date

Person Specification:

- Fast learner
- Team player and can also work on own initiative
- Organised
- Credit control in property would be beneficial but is not essential
- Credit control experience necessary (at least 2 years)

Qualifications / Training:

- No qualifications necessary
- Training provided on-going