

Client Operations Officer

CrediaFactors, 100% subsidiary of CrediaBank, is looking for a **Client Operations Officer** to join its dynamic team.

Job details

Job type: Full-time

Location: Athens, Attica Greece

Apply via email to: info@crediafactors.com

About the job

As a Client Operations Officer you will be responsible for the daily operations of existing client facilities. The role involves client servicing by processing of day-to-day requests, including the assignment of receivables and financing, ensuring high levels of client satisfaction. This position requires a deep understanding of accounting and financial services, strong analytical skills, and the ability to build and maintain relationships with clients. The job holder will report to the Director of Operations.-

Responsibilities

- Create and manage Supplier and Buyer accounts in the core factoring system, ensuring accurate and up-to-date data
- Record and maintain facility terms, including limits, advance payment rates, pricing and other terms
- Verify the completeness and validity of assigned invoices and supporting documentation prior to processing
- Perform accurate system posting of receivables, transactions and monitor accounting entries
- Prepare, review and execute financing requests, ensuring compliance with approved terms and internal procedures
- Maintain daily communication with clients regarding receivables management, financing status and operational inquiries

Qualifications

- Bachelor's degree in Business Administration, Finance, Accounting or a related field or other relevant qualifications
- Master's degree in Finance, Accounting or related field will be considered a plus
- 1-2 years of professional experience preferably in receivables management, collections or accounting
- In-depth understanding of commercial and accounting transactions including accounts receivable handling
- Ability to work independently and as part of a team
- Very good knowledge of English language, both verbal and written
- Good knowledge of MS office
- Ability to work under pressure with strong self-motivation
- Strong communication, interpersonal and analytical skills.

About CrediaFactors

CrediaFactors is a wholly owned subsidiary of CrediaBank and was founded in 2021 as a Financial Institution, dedicated in providing factoring services. The company operates based on the provisions of Law 1905/1990 for Factoring and is supervised by Bank of Greece. Is a member of Hellenic Factors Association and associate member of FCI, the Global Representative Body for Factoring. Our vision is to provide Factoring products following the modern market trends but also applying all available digital applications, with the aim of modernizing the provided services and the continuous satisfaction of our customers. More information about the company is available on the official website at crediafactors.com.

We respect your personal data

CrediaFactors, taking into account that the personal data of candidate employees is of great importance, informs you in accordance with Regulation (EU) 2016/679 and the relevant provisions of the applicable Greek legislation for the protection of personal data, in its capacity as controller of the type of personal data it collects, the reason they are collected and processed and how long they are retained at crediafactors.com/GDPR.