



Eagle Hills is an Abu Dhabi-based real estate developer that creates city destinations invigorating local economies. Positioned as a global developer of iconic real estate projects and a provider of premium lifestyles, Eagle Hills is helping countries raise their global profiles and attract investments. In Serbia, the company is investing in a large-scale mixed-use project, **the Belgrade Waterfront**.

Our people are our strength, and we are continuously seeking to recruit the very best talents in our market. We encourage diversity and welcome different perspectives. Working in a dynamic and fast-moving organisation, you will see your career progress, providing endless opportunities.

Join us and become the member of **Belgrade Waterfront** team as:

COLLECTION OFFICER

Belgrade

YOUR AGENDA:

- Coordinating with relevant team members regarding payment milestones achieved
- Initiating issuing of documents in accordance with the Sales, Leasing and Purchase Agreement
- Ensuring timely collection from customers and tenants
- Verifying discrepancies and resolve customers billing issues
- Initiating collection of invoices due by sending reminders and contacting clients
- Coordinating the activities regarding bad debt collection
- Negotiating payment plans, and ensure payments are made as soon as possible
- Maintaining customer/tenant payment records
- Preparing collection reports, AR ageing and lease forecasts
- Working with Finance team to perform all accounting operational task in a timely manner
- Working in compliance with company accounting standards and guidelines

YOUR QUALIFICATIONS:

- Bachelor's degree in Finance, Accounting or Business Management
- Minimum 4 years of work experience in finance
- Previous experience working in similar role
- Excellent negotiating skills
- Good written and verbal communication skills
- Strong negotiating skills
- Knowledge of standard billing procedures and collection techniques
- Knowledge of payment plans and accounting procedures
- Experienced user of MS Office
- Experienced user of SAP/ORACLE/YARDI or any major ERP system is considered as an advantage

WHAT WE OFFER:

- Work in an international environment
- Opportunity to work on one of the most prestigious projects in our region
- Outstanding opportunities for career development

If you are confident that you meet the above requirements and you are interested in developing your career in a dynamic international organization, please send your application.

Please note that only short-listed candidates will be contacted.

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