

## Expression of Interest

ANTEA Cement Sh.A., subsidiary of TITAN Cement Company S.A., has invested in Albania by constructing a technologically advanced cement Plant, and invites qualified professionals to join our Finance Department in the following position:

**Credit Control Officer**  
**Reference Code 050**

The position is located at Boka e Kuqe (Borizane, Fushe Kruje).

### Main duties and responsibilities:

- Keeps and maintains customer reliability database.
- Monitors the customer's daily accounts in order to check customer payments.
- Monitors customer's credit exposure for late payments and informs clients and sales department people and for the past due accounts.
- Reports to Credit Committee for past due accounts and credit exposure of the customers
- Creates a statement of the past due account of the customer and sends it together with a dunning letter to the customer that has past due accounts.
- Periodically checks contractual and credit terms of the customers in order to assess the credit exposure of the customer.
- Gathers information about the customer by various means in order to determine customer's credit worthiness and then analyses information in order to create customer's credit profile
- Creates and proposes credit terms of the customer for approval by Credit Committee.
- Review the reasons why a customer could be blocked from order entry and report to Credit Committee for about the process.
- Modifies the customer's profile to reflect positive or negative changes in order to update customer's credit rating/status.
- Prepares and circulates the daily credit control reports. These reports include adequate information to follow up the customer receivables, compliance with the approved customer credit terms and conditions, receivables under court procedure, settlement of overdue receivables. Maintains records of Payment terms of Customers and monitors DSO\Days Sales Outstanding.

### Candidate profile:

- University degree in Accounting
- Knowledge of Albanian Legislation & IFRS
- Work experience in industry will be preferable
- Excellent communication & cooperation skills
- Planning, Organizing and Analytical skills
- Excellent command of Albanian and English (written & oral)

By investing in its human resources, the Company offers potential for personal development, international career, competitive salary, a modern working environment and prospects for professional advancement.

Candidates who meet the above requirements are kindly requested to send a C.V. via e-mail up to **09/09/2018** with reference code 050

*HUMAN RESOURCES DEPARTMENT*

*ANTEA Cement Sh.A.*

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Throughout more than 100 years of industry experience and history, Titan Group has aimed to combine operational excellence with respect for people, society and the environment.

*All applications will be considered as strictly confidential.*