



PLAZA CENTERS SERBIA

is recruiting

Become a part of the most experienced developers team
in Central Eastern Europe

Position: Collections specialist (Finance Department)

Plaza Centers is continuing its works on the development of the shopping center KRAGUJEVAC PLAZA, a demanding construction project which will become a symbol of the region. The recruiting of the site management team is in progress. If you are motivated by responsibility that this position carries, and you have the necessary knowledge and skills, you are invited to apply for this position.

Key Responsibilities

- The duties of a Collections Specialist include collection calls and/or correspondence in a fast paced goal oriented financial department.
- Providing customer service regarding collection issues (sending the copy of invoices, accounting cards...etc) process customer refunds, process and review account adjustments, resolve client discrepancies and short payments.
- Other job activities, as requested by the nature of his/her position, and in line with the Employer's instructions.

Essential Functions

- Weekly and monthly reporting to direct supervisor
- High volume phone calls to assigned delinquent customers

Required Skills

- 3-5 years High Volume corporate Collections experience.
- Knowledge of Billing and Collections procedures
- Accounts Receivable knowledge/experience a plus
- Strong attention to detail, goal oriented
- Commitment to excellent customer service
- Excellent written and verbal communication abilities in both English and Serbian
- Ability to prioritize and manage multiple responsibilities
- Advance skills in office programs (mainly excel)
- Knowledge in facility management program (Ion Solutions) – Advantage

You can send your CV in English to financejob@plazacenters.rs , stating which work position you are applying for. Only short-listed candidates will be contacted



- Quoted on the London and Warsaw stock exchange
- Full time operation in 9 countries Hungary, Poland, Czech Republic, Greece, Bulgaria, Serbia, Latvia, Romania and India
- Currently have 3 developments in Serbia
- A pioneer in its field completing 29 shopping malls, with an additional 33 projects in development
- One of the most experienced developers of western style shopping and entertainment centers in the emerging markets
- Biggest portfolio of completed projects in Central and Eastern Europe

www.plazacenters.com