

CREDIT OFFICER

STAGING CONNECTIONS GROUP, Rozelle NSW



JOBS @ STAGING CONNECTIONS

- **Rozelle Location**
- **Street parking available**
- **6 mins by bus from CBD**

Staging Connections Group Limited (SCGL) is a publicly listed company focused entirely on delivering integrated event and highly focused specialised event services for our partners, clients and customers around the world. Operating from 22 bases in the UK, Middle East, South-East Asia, China, Australia, New Zealand and the Pacific, we are committed to expanding our high quality offering through partnership and organic growth. Our goal quite simply is to continue to bring together the best people in the events world, to build the best company in the events world and to make sure every event we are involved in is the best it can be.

We are looking for a tenacious, detailed focused Credit Officer to work for our social yet hard working Finance/Credit Team. Based in Rozelle, NSW you will report to the National Credit Manager who is a detailed and outcome focused professional with several years of operational credit experience. You will get involved in collections and credit administration.

This is a great opportunity to work for an industry leader, a chance to work closer to home, and opportunity to break into the events service industry.

WHAT YOUR NEW ROLE INVOLVE

- Manage and maintain Staging Connections Australian & Fiji AR ledger
- Liaise and communicate with internal and external stakeholders and resolve disputed accounts
- Maintain Oracle customer Notes system daily (i.e. recording of conversation, email, fax or other regarding debtor accounts)
- Manage pro forma invoicing
- Process credit card payments from debtors on the internet
- Process debit/credit notes as instructed by the Credit Manager
- Process daily banking and invoicing when required to cover staff members on leave
- Assist with credit administration
- Daily and end of month adhoc reporting and reconciliation of accounts
- Report to credit manager of potential debtor problems, bad debts, liquidators or legal accounts

WHAT OUR IDEAL CANDIDATE WILL OFFER US

- Proven Credit Officer or related experience
- High level of accuracy and attention to detail
- Time management skills; the ability to manage multiple and competing deadlines
- Ability to work under pressure
- Intermediate MS Office skills
- Excellent oral and written communication skills
- Good sense of humour

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WHAT WE CAN OFFER YOU

- Competitive salary including
- Street parking
- Salary packaging
- Professional development
- Employee Assistance Program
- Monthly Friday BBQ's, and networking drinks
- Casual Dress Friday
- Close to public transport
- Onsite cafe
- Close to cafes, restaurants, bars and shopping
- International and National career opportunities and career progression
- An award winning business – Winner 2010 Meetings and Events Australian National Awards – Technical and Creative Production – Branch Turnover > \$5M and MICENET Australia Readers' Choice Awards 2009, 2010 - Best AV Production/Staging/Exhibition Company

There are many more benefits to list, please log onto our internet site for more information about our great team. <http://www.stagingconnections.com/> - **check out our show reel** to experience some of our client offerings.

For more information about this position, contact Philippa Lowe, National Credit Manager, on 02 9556 8832. To submit your application in strict confidence, please e-mail your resume to philippa.lowe@scgl.com.au