



CUSTOMER SERVICE

OPERATIONAL FINANCE SUPPORT

Antargaz Belgium is the leader in distribution and sale of propane/butane in the Benelux and active in the Belgian gas and power market. We offer you the opportunity to participate to our continuous development by joining our Gas & Power Customer Service department at Diegem.

Job Purpose

We are looking for a motivated and dynamic Operational Finance Support employee for our Belgian Energy Marketing team.

Energy Marketing Belgium is the local natural gas and power division within the fortune 500 multinational UGI. It is one of the key drivers for further business development for UGI.

The job purpose is to carry out the day-to-day invoice & credit management process in an extremely reliable, accurate and systematic way.

Principal accountabilities

- Daily management of the invoicing & credit process according to procedures and legislation.
- To follow up on of direct debit payments.
- To manage the end of contracts.
- To analyze new and outstanding accounts.
- To follow up on customers with outstanding accounts, send reminder letters and call to agree on payment plan.
- To prepare the files to be sent to recovery agency and credit insurance.
- To handle the bankruptcy files.
- To solve first line complaints and give excellent and accurate service to customers.
- To assure correct input of contract modifications related to financial criteria.

Key Challenges

- To deliver accurate credit and invoicing management.
- To assure a customer oriented and efficient service.
- To keep yourself informed about the developments in the energy market.
- To be able to manage several activities at the same time and set priorities.
- To respect the deadlines.

Educational Background

Minimum secondary school qualification, by preference orientation Accountancy

Qualifications required

- Experience in credit collection.
- Knowledge of energy market is a plus.
- At least 2-3 years' experience in similar role.
- Good knowledge of MS Office programs: Excel, Word, Outlook.
- Good communication skills.
- Assertive, stress resistant.
- Detail oriented with a high level of accuracy.
- Proficient knowledge of Dutch / French and basic knowledge of English.



What we offer you:

- Employment contract for unlimited period after 6 months as temporary worker.
- A fulltime employment .
- A competitive salary package.
- Dynamic and growing working environment.