



Account Receivable Officer- Temporary Position (Underwood)

- **Do you want to work in a diverse and dynamic environment?**
- **Want to join an organisation that is a leading innovator in the waste management industry?**
- **Have you got the drive to play a role in leading our business into the future?**

We are an Australian, family-owned business with a dynamic attitude that values our people, their safety and the environment. Recognised as innovative leaders in waste management, we deliver quality in customer service, corporate social responsibility, and a workplace culture where people choose to stay.

Who are you? You are an experienced, enthusiastic Accounts Receivable Officer who is used to a high volume of debt collection e.g. a ledger of 3000-5000 accounts per month. You will be available to fill a six month contract with possible extension for a further six months. You will play an integral role within the company whilst bringing a wealth of experience in debt collection and customer service. You will answer inbound account queries, take outbound calls to collect data from your assigned portfolio of accounts and respond to written correspondence.

As an Accounts Receivable Officer for our Underwood office you will require the following skills/experience:

- Minimum 2 years experience in Accounts Receivable.
- Have worked in an inbound/outbound call-centre environment preferable not essential.
- Superior attention to detail.
- Customer Focused.
- Friendly personality with a positive can do attitude.

What are your rewards? You will work a five day week (Monday to Friday) and will be offered an attractive salary. In addition, you will have the opportunity to work as part of a flexible, innovative and safe workplace.

If you believe you are the right candidate for this position, please send your application: Attention Penny Ash, PO Box 252, Springwood QLD 4127 or email to careers@jjrichards.com.au.

JJ Richards offers rewarding careers in, Transport, Waste Operations, Workshops and Mechanics, Sales, Materials Recovery, Science, IT, Finance, Engineering, Environment, Management, Administration, HR, Safety, Training, Systems Management, and Transfer, Treatment and Landfill Facilities. Start your new career today!