

Title: Portfolio Administrator
Department: Credit/Collections
Location/Type: Miami, FL – Full Time

Company Description

AEG Fuels is a well-established, single-source provider of aviation fuel and related services. Our fast-growing firm values the client above all, and successfully operates in the commercial, business jet and military markets. As we rapidly grow, we are looking for passionate, self-starters to join the AEG Fuels team. If you are interested in professional advancement, a collaborative working environment, and generating results daily, then AEG Fuels may be the place for you.

AEG Core Values

- Excellence & Teamwork
- Entrepreneurship & Innovation
- Respect & Trust
- Always Do What's Right

Job Description

AEG Fuels is looking for an analytical, goal oriented, customer service driven person to join our expanding Credit & Collections team. This position is based in Miami.

Duties & Responsibilities

- Managing a large collections portfolio of B2B accounts across a global territory
- High volume outbound calls, follow-up, and documentation skills to ensure collection on accounts and/or dispute resolutions in a timely manner
- Review past due accounts with management on a daily and weekly basis to determine appropriate next steps
- Perform analysis to assess the credit risk and viability of potential and existing clients
- Collaborate with team members to resolve billing disputes and identify areas of opportunity for cross training support
- Negotiate credit terms and checking exposure against contract to ensure proactive management of risks
- Provide other ad-hoc reporting needs as directed by management

Required Skills and Experience

- Associates degree in Accounting, Finance, Business or equivalent industry
- At least 3 years of experience directly related to B2B collections
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office, strong Excel skills are needed (E.g. - pivot tables, lookups, etc.)
- Working knowledge of Sage/MAS 500 and general accounting functions would be a plus
- Ability to deal effectively with individuals from diverse backgrounds
- Bilingual English/Spanish skills a plus in certain areas

Please contact hr@aegfuels.com with attached resume in Word or PDF format. If you wish to enclose a cover letter, please include it in the body of your email.