

**POSITION: Portfolio Administrator**

**DEPARTMENT: Credit**

**LOCATION: USA**

### **Company Description**

Associated Energy Group, LLC (AEG Fuels) is a global aviation fuels and services supply chain management company. The company's core business is the marketing and financing of fuel supply and logistics solutions for the world's largest airlines, militaries, and corporate operators.

AEG Fuels serves its clients through a network of longstanding relationships with subcontracted parties around the world. Customers are afforded the benefits of negotiated fuel and throughput pricing based on AEG Fuel's aggregate volume within a network of over 3,000 airports as well as the company's specialized expertise in delivering products safely and on-time.

AEG Fuels is dedicated to providing comprehensive support and unparalleled 24/7 service around the world. 30 different nationalities are represented on AEG's team and with offices in Miami, Houston, Tahoe, London, Dubai, and Singapore the company combines a global presence with a local touch.

### **AEG Core Values**

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

### **Position 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.

### **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

### **Recommended Experience**

- A background in aviation and/or petroleum distribution
- Comfort translating Collection matters to other divisions/colleagues
- An understanding of typical business metrics and collections
- Past experience or coursework in Accounting a plus

Please contact [hr@aegfuels.com](mailto: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.