

POSITION: CSR Representative

TYPE: Full Time

DEPARTMENT: CSR

LOCATION: Miami, FL

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

Description

We are looking to hire a CSR Representative, to contribute to helping AEG provide first class service to our customers and vendors. This position will help our CSR Team with customer inquiries on AR invoices, assist with our Expediting Team's efforts to help bring in source documents quickly, as well as assist with our Vendor Reconciliation processes. The ideal candidate will be solutions-oriented, self-driven and motivated to solve issues, have familiarity with Accounts Receivable and Accounts Payable processes, and have solid communication skills with proper email etiquette, with the ability to follow up, and see issues through to resolution.

Responsibilities

- Participate in all aspects of AR invoice inquiry resolution, expediting source documents, and vendor reconciliation
- Assist with CSR, Expediting, and Vendor Reconciliation inboxes
- Input data for sales order and vendor reconciliation worksheets
- Assist with reconciling various credit card statements
- Assist with obtaining source documents for expedited processing
- Communicate daily with customers, vendors, and internal teams

Skills and Abilities

- Essential Worker Competencies
- Solutions oriented, with an eye towards resolving issues
- Detail oriented, with excellent organizational skills
- Familiar with Accounts Receivable and Accounts Payable processes
- Above average working knowledge of excel preferred with reports, formulas, vlookups, pivot tables
- Ability to work effectively and efficiently
- Well organized with excellent written skills, including proper email etiquette, and oral communication skills
- Self-motivated and pro-active to identify issues and recommend solutions
- Able to manage time effectively
- Dependable and committed to the organization
- Contributes to building a positive team spirit and treats others with respect

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.