

**POSITION:** Portfolio Administrator

**TYPE:** Full Time

**DEPARTMENT:** Credit & Collections

**LOCATION:** Miami

**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 2,700 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. 17 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 Overview:**

The Portfolio Administrator's primary responsibilities include evaluating accounts receivable, payment information, and financial data, as well as managing dispute resolution on a large portfolio of customers in the aviation industry.

**Position Description:**

- Manage a large collections portfolio of B2B accounts globally to ensure credit exposures are within the credit limits and payment terms assigned by the Credit Dept
- Handle a high volume of outbound e-mails, calls, follow-ups, and documentation to ensure timely and efficient collection of accounts receivable and dispute resolution
- Assist customers with account reconciliations, remittance instructions, and electronic payment information
- Review past due and overexposed accounts with management and sales on a daily and weekly basis to determine appropriate actions
- Collaborate with team members to resolve billing disputes and identify areas of opportunity for cross-training support
- Provide other ad-hoc reporting needs as directed by management.

**Required Skills and Experience:**

- Associates degree in Accounting, Finance, Business, or related field
- Minimum of 3 years of experience directly related to B2B collections
- Excellent written and verbal communication skills
- Ability to professionally interact with individuals from diverse backgrounds at all levels across the organization
- Intermediate knowledge of Microsoft Excel, including proficiency in organizing large volumes of data through pivot tables, filters, and sorting functions
- Ability to prioritize and multi-task in a fast-paced environment to meet tight deadlines
- Comfortable with the use of technology and learning the company's internal systems

**Preferred Qualifications:**

- Bachelor's degree in Accounting, Finance, Business, or related field
- Experience in the aviation and/or energy industries
- Working knowledge of Sage / MAS500 and general accounting functions

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