



For more than a century, we have been shaping progress in our product sector as technology leader – whether it's starter motors, generators, start/stop systems or mild hybridization. Innovation, development expertise and the highest quality standards make us a reliable partner for automotive manufacturers – at 16 locations worldwide.

Our products are not only efficient and durable, but also provide high functional flexibility and the right answers for global product platforms and more stringent CO<sub>2</sub> requirements.

## Accounts Receivable Analyst

Join our **Great Place to Work** for shaping the future of mobility. And yours.

You are there when we work together to shape the future of mobility! Become part of our interdisciplinary, international team at the location in Vila do Conde, Portugal. SEG Automotive Portugal, Unipessoal Lda. is the SEG group's Shared Service Center.

### How your future looks like with us

- Be responsible for managing the customer accounts of several automotive customers;
- Operate SAP SD module;
- Monitor invoicing process to the customer (eg. EDI, paper);
- Price maintenance in SAP as agreed between sales and customers;
- Investigate debts and payment discrepancies with customers;
- Initiate necessary actions to clear customer accounts, including issuing proforma invoices and credit notes, compiling all necessary information/documentation, and initiate approval workflows for credit/debit notes processing;
- Monitor customer Self Billing Invoicing (SBI) process;
- Investigate invoicing discrepancies between customer reports and internal invoices;
- Monitor payments of customers. Investigate and identify root causes for late payments and other payment-related issues;
- Monitor credit limit overrides;
- Reporting trade receivables status of customer accounts

### What you bring with you for a future with us

- Degree or master's in business administration; economics, industrial engineering, supply chain management;
- Previous work experience in accounts receivable function is a plus;
- Previous automotive business experience is a plus;
- Knowledge in SAP (preferable in SD module; experience in FI/CO module might be accepted);
- Advanced user in Microsoft Excel;
- Soft skills: Excellent Communication Skills (Customer Service Skills) - Structured approach; Problem-solving skills; Good organizational and prioritization skills; Team player, Good presentation skills;
- Good command of English language spoken & written (essential).

### What we will offer you in the future

- The opportunity to work in a **Great Place to Work**, with a lot of innovation, scope for design, and responsibility. This is supported by attractive additional benefits, such as flexible working hours and a hybrid working model.

Please send us your CV and tell us why do you want to join SEG Automotive Portugal

Human Resources: [sgpt.recrutamento@seg-automotive.com](mailto:sgpt.recrutamento@seg-automotive.com)

Visit our website: [www.seg-automotive.com](http://www.seg-automotive.com)

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