

Achieve more with KROHNE

KROHNE

 measure the facts

KROHNE is an innovative process instrumentation and measurement solutions company operating in more than 40 countries. Through continuous research and development and a consistent customer orientation, we are one of the leaders in our industry. KROHNE Inc. headquartered in Beverly, MA covers the United States, Canada, Mexico, and the Caribbean regions through a vast network of direct sales personnel and representative partners.

KROHNE Inc. is looking for a

Accounts Receivable Collections Administrator

The successful person will proactively initiate collection functions, approve credit limits, generate invoicing, sales order administration commission review and assist with telephone support.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Work with Inside Sales on setting customer credit limits to include compiling credit references and D+B inquiries as needed
- Resolves issues related to "blocked" sales orders
- Call on customers for unpaid invoices. Work with sales to reconcile any invoicing issues
- Print monthly aging report and prepare top five past due accounts
- Invoice customers, intercompany contacts & credit customers as applicable
- Compare outgoing freight bills to quoted rates and code to general ledger
- Create and invoice inter-company charge back orders
- Print, review & process commission invoices
- Scan sales order documents
- Prepare cash receipts and review to ledger
- Enter customer debit and credit adjustments
- Provide telephone coverage in rotation for Company

Education and Experience

- 2-4 years related experience, excellent PC skills, excellent communication and interpersonal skills a must.
- Well organized, customer service oriented, professional, and proactive.
- Knowledge of ERP systems a plus

We offer:

Salary commensurate with experience and the responsibilities of the role. Employees enjoy working for an international, privately held, family run company with a friendly environment as well as a full program of employee benefits including: medical, dental, disability, life insurance, EAP, pet insurance Aflac programs and more.

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. KROHNE, Inc. complies with applicable federal, state & local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If interested, please send your CV, salary requirements and availability to:

Lisa LaPorte Pais • Director of Human Resources
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www.krohne.com