

Credit Controller
6 Month Fixed Term Contract
£24,000 pro-rata
Hybrid working (Hour's can be flexible)

Zinc Communicate Publishing (ZCP) is a Macclesfield based Digital Publishing Business, working with leading Trade Associations and Local Authorities in the production of specialist digital guides and publications, which enable our customers to communicate with their members and citizens. We are looking for a hands on Credit Controller to come and support our finance team on a 6 month contract.

As a Credit Controller you will be:

- Making arrangements for the collection of outstanding debt from customers
- Communicating with third parties using a variety of communication channels – inbound and outbound telephone, email and letter.
- Always working in an organised fashion to ensure productivity and effective management and prioritisation of case load.
- Developing an internal network of relationships within various teams to help resolve issues.
- Understanding key metrics and KPIs within this role.
- Maintaining case management and CRM systems with accurate and comprehensive notes.

What's on offer for you:

- Hybrid working
- Flexi-Hours
- Part-time or full time
- Company days out
- Employee Assistance Programme & wellbeing app
- Contribution towards annual eye test and VDU glasses

Skills & Experience

- You will have a proven track record in successful Credit Control, Sales or B2B experience
- Excellent and confident communicator both verbally and face to face
- Able to handle difficult situations with a calm and professional manner
- Be a key team player