

OPERATIONS SPECIALIST

KETTERING

CLOSES: 13/05/2019

We require a professional, dedicated and team-orientated person to work in our extremely busy Financial Services Department. The successful candidate will be required to process customer accounting routines in an accurate and timely manner.

Using both initiative and expertise gained from a similar role, ideally within a finance environment, the Operations Specialist will check and verify incoming agreement paperwork and 'make live' Extended Credit, Lease and Franchise Finance agreements. They will process payment postings (credit cards, cheques, cash, franchisee payments) and direct debit rejected payments, amendments and new set-ups. They will also resolve franchisee and customer queries over the phone, providing excellent customer service and first time resolution. In addition, they can expect to maintain applicable excel spreadsheets and will be engaged in ancillary administration.

We are looking for someone who enjoys working as part of a team but they must also be organised and able to work on their own. They will support the Assistant Finance Manager and Finance and Operations Manager with coordination of the day-to-day activities of our front and back end finance operations. Accordingly, the Operations Specialist will possess excellent interpersonal skills, have a good telephone manner, calm approach and the ability to cope in a pressured environment. They will have a high level of competency in ICT (Email, Word and Excel) and due to the nature of our dynamic business, we will require an individual who is able to prioritise their own and their team's workloads, cope with deadlines and crucially, have an eye for detail.

The successful candidate will be employed full time and work 37.5 hours per week, Monday to Friday in the Financial Services Department, reporting to the Finance Accounts Manager.

CV's/letters of application should be sent to the HR Department at employment@snapon.com

Privacy Policy

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