

CCS Media Recruitment: Credit Risk Administrator

Hybrid / Chesterfield Office

Overview

The business is sales driven and fast paced with next day order turn round and delivery which revolves around the speed of action in the credit risk team. Quick gathering of supportive information and decision making is key to the success of the team and the business as a whole.

What we're looking for:

- An enthusiastic individual looking to begin or continue a career in Finance or Credit
- Someone able to effectively communicate with both internal and external stakeholders
- Needs good attention to detail
- Critical thinking and commercial decision-making skills
- Able to work under pressure
- Excel skills not necessary but would be beneficial

Hours of Work:

- The hours of work are 9.00am – 5.00pm Monday to Friday with 1 hour for lunch.

Key responsibilities:

- Reviewing new customer account applications and setting up new accounts.
- Analysing the credit risk of our existing and potential customer base
- Releasing orders that are held pending credit risk checks
- Checking for and preventing fraud exposure
- Maintaining key customer details on accounts

Other responsibilities:

- Ad Hoc duties

CCS Media

ccsmedia.com
01246 200 200

Why CCS Media:

CCS Media is a Technology and Supplies Reseller with over 41 years of experience delivering first-class IT solutions and services to organisations of every kind across the UK and beyond.

Our network of 11 Offices and 1 Warehouse and Logistics Configuration Centers, secures unrivalled nationwide scale for supply and service, matched with the comfort of local presence. We work with more than 2,000 manufacturer partners and sell more than 1.3 million products as part of the solutions we deliver to our 8,000 customers. In 2023, we achieved revenues in excess of £283m and in 2021 we are delighted to have been awarded 2 Stars for Best Companies Outstanding to Work For, Technology's 50 Best Companies to Work For, The UK's 100 Best Large Companies to Work For and 5 regional Best Companies awards.

Benefits:

- Pension Scheme
- Personal Development
- Agile working
- Death in service benefit
- Your Birthday as Holiday
- Length of Service awards
- BUPA employee assistance program

Statement:

This job description is issued as a guideline to assist you in your duties, it is not exhaustive, and we would be pleased to discuss any constructive comments you may have. Because of the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the company.

Please email Claire Walker (claire.walker@ccsmedia.com) or Greg Cork (greg.cork@ccsmedia.com) if you are interested in the position or have any questions about the role.



Head Office: CCS Media Ltd, Old Birdholme House, Derby Road, Chesterfield, Derbyshire S40 2EX

Let's Talk Call: 01246 200 200 or Email: letstalk@ccsmedia.com