

About Cinionic

Cinionic (www.cinionic.com) is the world's leading cinema technology company. Together with our partners, we're transforming cinema, providing comprehensive WOW entertainment solutions to movie exhibitors across the globe. As Cinionic, we help turn imagination into reality and ensure peace of mind for our customers by offering innovative services and flexible use of capital for a new era. Combining the technology expertise and heritage of our partners, Cinionic powers exceptional experiences across the entire theater to engage visitors at multiple touchpoints on their cinematic journey.

Cinionic is a joint venture among Barco, Appotronics, and CFG, with offices in the US, Belgium, Hong Kong and Mexico.

Function

As **Service Admin & Credit Control Coordinator**, you have a strong focus on the financial flows and act as the credit control specialist.

You will be responsible for

- Taking up key functions in credit control like daily care of dispute management; daily analysis & release of blocked sales orders
- Driving actions to bring and keep the overdue receivables below target
- Taking up key functions in debt collection like daily assigning and booking of incoming payments; ensure the timely collection of open accounts receivable
- Be the key contact to our customers to follow up on payments and collection of information
- Setting up and maintaining reports
- Supporting the order administration team with booking, managing, and releasing orders
- Maintaining and updating sales and customer records, and other master data information
- Contributing in the team to continuous improvement on the processes and defining templates, reports, and processes
- Communicating important feedback from customers internally
- Staying up-to-date with new products and features

Your profile

- Bachelor's Degree or equivalent combination of education and experience
- Some first experience in credit control or as sales or customer service administrator with a deep understanding of customer service best practices
- You have a 'customer-first' mindset and are very goal-oriented
- You like to work with different teams in order to support the customer and to achieve sales targets
- You have hands-on experience with SAP or other ERP solutions and have a proficient knowledge of MS office
- You can work independently, and you have the necessary maturity and skills to communicate with customers and other (internal) stakeholders to steer the process in the correct direction
- You possess excellent organizational and multitasking skills

- You are a team player with a high level of dedication
- You can work under strict deadlines in a fast-paced environment
- You are flexible in working hours as required
- You have excellent verbal and written communication skills and possess excellent English language skills, other languages are an asset.

The offer

We offer you a fast-paced, rewarding position in a global, fast-growing company. You will join a diverse and international group of business professionals and cinema enthusiasts. Cinionic is proud to offer you a competitive salary and attractive benefits, together with continuous learning and career opportunities.

Are you ready to define the cinema of the future?

Happy to receive your curriculum vitae and motivation letter.
You can send your application to letstalkcareers@cinionic.com