

# GE

Accounts Receivable Intern Madrid, Spain

University degree, completed or in progress

Role Summary: Account Receivable activities related to the assigned GE business portfolio.

**Business Segment:**

Capital Industrial Finance

**Function:**

Collections

**Essential Responsibilities:**

- To improve customer satisfaction (industrial/debtor) from collections/service perspective
- Support the creation of the survey structure
- Contact debtors and clients to gather feedback
- Compile the information received into spreadsheets and databases to process and prepare reports
- Analyze data obtained and define action plan to improve satisfaction base on results with Senior AR
- AR Analysis for Public/Private debtor
- Support E-invoice team to improve process
- Work with SME with payment terms alignment vs ERP system
- Local collections process optimization
- Provide visibility to industrial for contract maintenance renewal to avoid delays in billings
- Maintains Standard Operating Procedures updated and re-validated

**Qualifications/Requirements:**

- University degree, completed or in progress
- Proficiency with Microsoft Office Suite: Word, Excel, Outlook
- Excellent organization and computer skills
- Strong written and verbal communication skills
- Fluent in English and Spanish

**Desired Characteristics:**

- Attention to detail; accurate and well organized
- Strong problem solving and mathematical skills
- Ability to handle multiple tasks simultaneously and continually meet deadlines