**Emerson Electric Asia Ltd. ROHQ**

**University Training Program Batch 41 Trainee**

By joining us as a **University Trainee** you will complete a 20-day classroom training and 20-day on-the-job training provided by Emerson Financial Services management intended to develop your competency as an experienced Collections Specialist. After the training, you will be assigned to work with our Specialist either for Collections or Accounts Receivable.

In this capacity, you will have the opportunity to work with a diverse group of people who will guide you in building your career in Credit and Collections. You will work closely with the Manila Team and interact directly with Emerson’s external and internal customers may it be by phone or email.

If this sounds like a perfect fit for you, apply now and join our team in Quezon City, Philippines.

**IN THIS ROLE YOU WILL:**

* Manage assigned customers portfolios following the specified Collections strategies of the Business Unit
* Establish and maintain effective working relationships with the Accounts Payable department on the customer side
* Provide excellent customer service by promptly addressing requests for account information, requests for adjustments and credit issuance.
* Proactively provides feedback to Team Leader and Functional Manager of customer payment issues
* Weekly and monthly submission of reports to Team Leader and Functional Manager
* Escalate collections issues and propose solutions to the business financial officer
* To promptly handle charge back, discount, write-off, adjustments, miscellaneous checks requests according to Business Unit processes
* Achieve expectations on performance based on Past Due Reduction, DSO and resolving credits and deductions
* Perform other duties as may be assigned.

**FOR THIS ROLE YOU WILL NEED:**

* Bachelor’s Degree in Accounting, Finance or any Business-related course
* College Graduate or 1-2 years work experience in Banking, Finance, Customer Service or related field is a plus but not a requirement
* Above Average Communication Skills – Written and Verbal
* Knowledgeable in MS Office application (MS Excel)

**WHO YOU ARE:**

You have a strong drive for results and exhibits passion and enthusiasm to get things done. You are self-directed and flexible in handling tasks. With good communication skills, you are able to effectively communicate with your external and internal customers. You are interpersonal savvy and able to collaborate and effectively work with people across any level.

**Our Offer to You:**

 **Make a difference with the work you do**

By joining Emerson University Training Program, you will be given the opportunity to develop and enhance your analytical, problem-solving and communication skills during the 20day classroom training.

Emerson is committed to creating a global workplace that supports diversity and embraces inclusion. We attract, develop, and retain exceptional people in an inclusive environment, where all employees can reach their greatest potential.

We are committed to the ongoing development of our employees because we know that it’s critical to the success of our company as a truly global entity. Our training programs and initiatives focus on end-to-end development from onboarding through senior leadership. We provide a wide range of development opportunities, including face-to-face and virtual training, mentorship and coaching, project management, and on-the-job training.

**Get to Know Us**

Find out more by visiting our LinkedIn, Facebook, Twitter, YouTube pages or at **www.emerson.com**