



CERI International Sp. z o.o. is a rapidly expanding BPO centre (Business Process Outsourcing) with substantial experience in effective business process management. CERI International assists entrepreneurs in optimizing their operating expenses and in effectively translating better results into even better services. CERI International belongs to Commerzbank Group.

We are looking for:

Letter of Credit Consultant

Work place: CERI International Sp. z o.o., ul. Traktorowa 148/158, Łódź.

Reference No.: LCC/CERI/2014

MAIN TASKS:

1. Processing of payments under Letter of Credit: payment for the documents presented within export letters of credit, settlement of received commissions for Client, cancelation of expired letters of credit, correspondence concerning payments and cancelation of export letters of credit.
2. Processing of payments under reimbursements.
3. Closing of Letter of Credit expired.
4. Collecting of feed due.

REQUIREMENTS:

1. University degree (Economic, Banking and Finance, Foreign Trade – preferred).
2. Very good knowledge in English language (spoken and written), other languages would be a plus.
3. Experience in banking operations: trade or payments.
4. Experience in export/import area.
5. Proficient use of MS Office.
6. Capacity for teamwork.
7. Quick learner.
8. Multi-tasking capabilities.
9. Acceptance of shiftwork.

WE OFFER:

1. An interesting job in an international company.
2. On-the-job training to perform the tasks.
3. Responsible and interesting tasks with perspective to career development and increased responsibilities in the future.
4. Working atmosphere distinguished by partnership and true team spirit.
5. An attractive performance oriented compensation package.
6. Co-financed Multisport cards, co-financed medical care package.

CONTACT:

To apply, please send your application (CV and cover letter) in English and Polish with reference number LCC/CERI/2014 to the following e-mail address: kariiera@ceri.pl

We will contact only the chosen candidates. Thank you all for your application.

We kindly ask you to include in the CV the following clause: I agree for processing my personal data and putting them into a database of CERI International Sp. z o.o. with headquarters in Łódź, Traktorowa 148/158 with regard to the current and future recruitment projects, in accordance with the provisions of the Act about the Personal Details Protection dated 29.08.1997 (Dz.U. z 2002 r. Nr 101, poz. 926 z póź. zm.). I note that I have a right of access to the content of my data and their correction.

