

China Account Receivable Supervisor /Assistant Manager

Location: Shanghai

About the company

Our client is a leading worldwide shipping group present in more than 160 countries.

Mission

Business partner role to support business sustainable growth. Lead a team of around 5 people. Ensure invoicing timeliness and accuracy, collection efficiency, mitigate bad debt, and support China AR manager in Order to Cash management for cash flow optimization and credit & collection risk control. Responsible for managing and overseeing billing & invoicing, collection across Great China Cluster; cooperate with credit control supervisor in credit management; actively participate and support China AR manager in various digitalization/AI projects development and landing.

Responsibilities

1. Invoicing and Collection management:

- Collaborate with GBS to monitor “To Be Invoicing”, billing and tax invoicing incl. credit notes/negative Fapiao issuance.
- Achieve core KPIs and ensure operations are compliant with internal controls and regulatory requirements.
- Lead the resolution of difficult collection and dispute cases.
- Bad payer alert for further action and raise credit suspension suggestions.
- Assist credit control supervisor in developing/optimizing credit management and effective implementation.
- Prepare various internal management reports and fulfill external reporting requirements.
- Follow up HO guidance and policies, analyze the localization needs if applicable, manage and update documentation filings of O2C process and instructions.

2. Data Analysis & Business Partnership:

- Analyze turnover/AR data, provide insightful comments with forward-looking business intelligence to support management decisions.
- Collaborate proactively with Sales and Commercial teams, providing data-driven input on credit and collection to support healthy and sustainable business growth.

3. O2C Digitalization & Process Excellence

- Lead or participate in O2C Digital/AI transformation projects and system upgrade. Co-work with branch teams and GBS for project promotion and landing.
- Drive on-going O2C process simplification, improvement and enhancing control points.

4. Team Leadership & Development:

- Set team objectives, guide, assign and manage team daily activities, regularly conduct team performance evaluations and give constructive feedback.
- Identify team skill gaps and strengthen team capabilities through structured coaching, training, and delegation.

5. Strictly follow the company's and local agency compliance rule. Be responsible for any other assignments as and when requested by Company Management or ARO/HO Management.

Requirements

- Bachelor's degree or above in Finance, Accounting, Business, or a related field.
- 5 years+ working in AR and Credit Control (MNC experience preferred), with at least 2 years in a senior AR position or team leading experience. **Shipping, logistics, or related industry experience is a strong plus.**
- Solid knowledge of financial, tax, and business environment.
- Proficiency in using major ERP systems (SAP preferred), advanced MS Office
- Excel and PPT skills.
- Excellent verbal and written communication skills
- Bilingual proficiency in English and Mandarin.
- Self-motivated, proactive with strong analytical mindset, problem-solving skills and resilience working under pressure.

Please send your resume to: sh-recruitment@ccifc.org