

**SPREAD ENTHUSIASM.
SHAPE THE FUTURE.
SHARE YOUR PASSION.**

With its brands BMW, MINI and Rolls-Royce the BMW Group is one of the world's most successful premium manufacturers of automobiles and motorcycles as well as a provider of premium services for individual mobility. The engine for the intensity and attraction of our products and services is the passion of our employees.

Collection and Operation Specialist (f/m/x)

Tasks:

- Responsible for the proper and efficient performance of collection and recovery process at all its stages.
- Ensuring processes in insolvency and inheritance proceedings or executions in accordance with the procedures of BMW Financial Services Czech Republic and BMW Financial Services Slovakia.
- Communication with the state institutions and other administrators.
- Close cooperation with operations department to ensure smooth operations for the Czech and Slovakian markets, especially dealer payments, customer payments, customer service, etc.
- Collect and manage the business requirements process from the Czech and Slovak markets for IT change requests and implementation support with PMQs and IT team.
- Implementation of approved collection strategies.
- Keep collection reports.
- Effective implementation of internal controls and business controls.
- Ensuring full compliance with all given business guidelines.
- Contribute to the continuous improvement of productivity and efficiency in all processes of BMW Financial Services Czech Republic and BMW Financial Services Slovakia.
- Modify internal processes with the aim of efficiency and effectiveness and in accordance with company rules with a major emphasis on automation.

Qualifications:

- University Degree in Business Administration/Economics/Law or Industrial Engineering (or comparable).
- High communication skills.
- Self-motivated and disciplined.
- Highly structured approach to task fulfilments.
- Ability to manage client expectations.
- Able to work under pressure.
- Ability to interact with people at all levels.
- Knowledge regarding the automotive finance industry.
- Negotiation skills.
- Analytical and strategic skills.
- Problem Solving and continuous improvement skills.
- Ability to perform well in an international environment.
- Professional competence according to Act No. 257/2016 Coll., on Consumer Credit.
- Trustworthiness according to Act No. 257/2016 Coll., on Consumer Credit.

Further information:

Employment Type: Full Time, unlimited.

Location: BMW Financial Services Czech Republic s.r.o., Prague.

Earliest starting date: As soon as possible.

Are you looking for an exciting challenge? Then join our team. We look forward to receiving your application via E-recruiter link.



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and Instagram [@bmwgroupcareers](#).