



M.A.H. INTERNATIONAL CORPORATION

Switzerland

Junior Manager (100%, 6 months internship) Openings – 2 positions

M.A.H. INTERNATIONAL AG is a market leader in Global Commercial Accounts Receivable Management & Trade Dispute Resolution Services. For our headquarters in Stans, Switzerland, we are seeking two interns as Junior Managers.

The intern will be offered a 100% job after the successful completion of the internship

Position 1 for Sales Administration - Key Duties and Responsibilities:

- Independently manage the Sales Administration process
- Be the first point of contact for our international clientele through verbal & written communication
- Issue agreements and regular follow-ups to ensure sales
- Conduct credit checks and case assessments
- Achieve sales targets set by M.A.H. management
- Maintain established client accounts and long-term customer relationships
- Support the Sales & Marketing Department

Position 2 for Commercial & Consumer Debt Collection - Key Duties and Responsibilities:

- Collect consumer debts (50%) and resolve commercial disputes (50%), and negotiate solutions with debtors, debtor companies and clients
- Analyse cases and recommend the best collection strategy for swift & amicable settlement
- Negotiate full payments, settlements, and instalment plans
- Use specialised commercial knowledge required for individual claims
- Achieve financial targets set by M.A.H. management
- Organise & manage case portfolios
- Prepare regular status reports for the attention of clients
- Maintain statistics and provide monthly progress reports for the attention of management

Requirements for both positions:

- Excellent verbal and written communication skills in English and German, to communicate at management level. A good command of either French / Italian / Spanish or of any other language would be an additional asset
- Bachelor's, or any other equivalent education
- Ability to work independently as well as within a team and to take responsibility
- Ability to multi-task in a dynamic and global environment
- Strong IT, database, time management, analytical and organisational skills
- Loyal, truly self-motivated and able to work under pressure

A specific training programme pertaining to this profession will be provided. If you are interested in joining our international team, please send your complete application by e-mail to Banerjee A., Head Human Resource (humanresource@mah-international.com).

M.A.H. INTERNATIONAL CORPORATION

Human Resource Department

Breitenweg 6, 6370 Stans

www.mah-international.com