

Assistant in Risk Department in Vilnius, Lithuania, international credit insurance company

Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service. Read on more on our Career site: <https://careers.atradius.com/en/careers>.

We're currently seeking a new team member for a full-time position.

Job Description

This is a fantastic opportunity for a motivated and driven individual with a can-do mentality, to join us in this hands-on and international environment where you are in daily contact with colleagues abroad, primarily in Copenhagen, Denmark.

- Responsible for the support mailbox and ensuring that applications are forwarded to the responsible Underwriters
- Ordering information and updating accounting information
- Communicating with local and international teams
- Assisting Customer Service in uploading and updating files for colleagues in different countries
- Identification of companies through searches in various systems and online searches
- Managing incoming credit reports
- Checking and correcting the database, as well as assisting in the preparation of audit checklists for database quality control.

What qualification should you have? The ideal candidate will have the following profile:

- Excellent language skills in Lithuanian and English Knowing the Cyrillic alphabet and Latvian or Estonian languages too would be a strong advantage
- Basic knowledge of financial data
- Curiosity and eagerness to learn and develop
- Sharp, intelligent, and analytic mind with attention to detail
- Cooperative and transparent work style, asking for help when needed
- Excellent time-management skills
- Solution-oriented, problem-solving skills
- Personality: proactive, self-motivated, high sense of ownership, flexible, quick learning Be customer-oriented and have good communication skills

As for the rest, we'll provide training for everything else you need to know!

What do we offer?

- Flexibility to work remotely up to 2 days per week, according to our Atradius Group guidelines
- Training and support to reach your full potential
- Attractive terms and conditions, including competitive salary (€1900-2300 gross amount for full-time position, and depending on your qualifications and experience) and private health insurance.

Equal opportunities for all

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

Do you have any questions about our offer?

Gustas Stankevicius, Manager of our Risk team in Vilnius is available for questions on gustas.stankevicius@atradius.com or via phone: +37067414848.

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.

You can find further information on our website: <https://group.atradius.com>