

O2C Specialist (Korean Speaker)

Job ID
REQ-10056297
Jul 01, 2025
Malaysia

Summary

#LI-Onsite #LI-Hybrid

The O2C Specialist is responsible for managing the Accounts Receivables for an assigned group of customers limiting past dues and thus maximizing cash. In the event a trade receivable is deemed uncollectable, they are responsible for initiating the write-off process and also handling dispute resolution, credit management in accordance with the Global Credit Management Guideline

About the Role

Key responsibilities:

- Executes collection activities using all available tools to ensure cash flow is maximized
- Ensures accurate clean and correct customer accounts
- Identifies at risk customers and escalates according to guidelines if past dues are not collectable
- Increases process efficiency and quality by continuous improvement and challenging the status quo
- Handling dispute management and answer queries from the customer
- Handling credit management , order block release and review of credit limit
- Ensures compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements
- Ensures application of agreed Novartis control procedures and actively support to deliver SOX certification
- Ensure high level of solution usability while meeting business requirements

Essential Requirements:

- Bachelor or Master's degree in Business and Economics, Accounting or equivalent
- 5+ years of financial experience, with good functional O2C expertise
- SAP (ECC, S4Hana) knowledge and HighRadius knowledge advantageous
- Fluent in Korean, English and another major language will be additional benefit
- Experience in advance excel and MS-Office applications

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Division

Finance

Business Unit

Universal Hierarchy Node

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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