



## EMPLOYMENT

## OPPORTUNITY

<b>POSITION: CREDIT AGENT</b> <b>(Full Time with Benefits)</b>		<b>POSTING NO: 2019.0702.01</b>
<b>DEPARTMENT:</b>	<b>Credit / Accounts Receivable</b>	
<b>REPORTS TO:</b>	<b>Credit Manager</b>	
<b>WORK LOCATION:</b>	<b>Dick's Lumber - Burnaby</b>	

Dick's Lumber in Burnaby is looking for a personable, organized, and detail oriented team player to join our team as a Credit Agent.

### ACCOUNTABILITIES:

- Contacts account customers for payment of overdue accounts.
- Organizes and maintains accurate records of all accounts.
- Analyzes customer behavior, responses and activity patterns and problem solves accordingly to facilitate the collection process.
- Researches account disputes and billing discrepancies.
- Performs account reconciliations.
- Functions within the company's credit policies and procedures.
- Assists with the ongoing development of the department.
- Other job-related duties as assigned.

### QUALIFICATIONS:

- Minimum of four (4) years credit and collection experience.
- Construction industry experience would be an asset.
- Fluent in English, both written and spoken.
- Excellent listening, communication and interpersonal skills with a pleasant phone manner.
- Strong problem solving abilities and analytical skills with the ability to evaluate credit reports.
- Ability to multi-task, prioritize and work efficiently with minimal supervision.
- Punctual, professional and courteous with proven negotiation skills.
- Must have a positive attitude and be a team player.
- A college diploma, in business or finance, along with an understanding of accounting principles would be an asset or several years of experience in the banking industry.
- Enrollment in the credit institute is considered an asset.
- Experience with MS Office including Word and strong with Excel.

<b>POSTED ON:</b>	<b>2019-07-02</b>
<b>APPLICATION DEADLINE:</b>	<b>2019-07-16</b>

If you are interested in the position, please submit a copy of your resume and cover letter via email to [jobs@dickslumber.com](mailto:jobs@dickslumber.com) quoting posting "2019.0702.01 Credit / Accounts Receivable" in the subject line of the email.



**DICK'S LUMBER**

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**\*\*Internal Applicants: please advise your supervisor that you have applied for this posting\*\*.**