



EMPLOYMENT OPPORTUNITY

POSITION: CREDIT AGENT (Full Time with Benefits)		POSTING NO: 2019.0912.02
DEPARTMENT:	Credit / Accounts Receivable	
REPORTS TO:	Credit Manager	
WORK LOCATION:	Dick's Lumber - Burnaby	

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.

POSTED ON:	2019-09-12
APPLICATION DEADLINE:	Until Filled

If you are interested in the position, please submit a copy of your resume and cover letter via email to jobs@dicks lumber.com quoting posting "2019.0912.02"Credit / Accounts Receivable" in the subject line of the email.

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