

Bilingual Credit & Collections Representative

Reference No.: 1CFDF
Language: Advanced English, Advanced French
Location: Newmarket-Ontario
Public Transit: Yes
Salary: 60K - 65K
Benefits: Included
Account Manager: Marijke Kanter
Email: resumes@nevian.com
Job Type: full time permanent

Description

Great new opportunity for an experienced Bilingual Credit & Collections professional with a well established distributor in Newmarket. Full time, permanent position. Hours Monday - Friday (regular). Salary: 60K - 65K, full benefits after 3 months, RRSPs, 3 weeks vacation. This is an In Office position, with allowances for hybrid in case of bad weather. Fantastic, supportive and collaborative work environment with strong opportunities for growth!

Responsibilities

- Collection of commercial accounts (Ontario & Quebec) and resolve past due invoices in English and French
- Security registrations on commercial sales
- Updating Credit Manager on account concerns
- Reconciliation of accounts
- Monthly and Year End reporting
- Order releases
- Special projects as required

Qualifications

- Minimum 3 years related corporate (B2B) Credit & Collections experience with a medium sized company
- Fluent in French and English (verbal and written)
- Worked within an ERP system.
- Knowledge of general accounting practices
- Microsoft Excel and Office proficiency required.
- Ability to multi-task in high pressure environment with minimal supervision
- Effective interpersonal and communication skills
- Team player with strong initiative and positive outlook
- Results driven; known for working well in a fast-paced environment
- Easily adaptable to changing priorities and schedules
- Excellent organization skills with a high attention to detail