



## EMPLOYMENT OPPORTUNITY

<b>POSITION: CREDIT AGENT (Part Time)</b>		<b>POSTING NO: September 1, 2021</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 credit team as a Part Time 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 one (1) years accounts receivable or credit and collection experience.
- Construction industry experience would be an asset.
- Excellent listening, communication and interpersonal skills with a pleasant phone manner.
- Strong problem solving abilities and analytical skills.
- 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, or several years of experience in the banking industry with an understanding of accounting principles would be an asset.
- Enrollment in the credit institute is considered an asset.
- Experience with MS Office including Word and possess strong Excel skills.

<b>POSTED ON:</b>	<b>September 1, 2021</b>
<b>APPLICATION DEADLINE:</b>	<b>September 7, 2021</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 "Credit Agent" in the subject line of the email.