

Credit & Collections Specialist

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Credit & Collections Specialist to join the Collicutt team in the Red Deer Head Office. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

The hours of work for this position can be flexible if required, between 56 – 80 hours bi-weekly.

The position requires:

- High school diploma
- Business or office diploma/certificate preferred
- 3+ years of experience in an administrative role
- Accounting experience; such as accounts payable/receivable is an asset
- SAP or related ERP system experience is an asset
- Excellent organizational skills with a strong ability to communicate effectively verbally and in writing
- Self-motivation; the ability to work in a very dynamic environment
- Strong attention to detail
- Effective time management, including the ability to anticipate and deal with the effects of change
- Ability to think on your feet coupled with strong decision making skills
- Analytical minded with the drive, ability and interest to investigate and resolve issues and discrepancies
- Strong negotiation skills

The successful candidate will be responsible for:

- Conduct collection calls for US and Canadian companies
- Process customer credit applications and conduct credit inquiries
- Process customer credit increases
- Process credit card payments
- Setting up and maintenance of customers and users in SAP
- Keep track and process incoming payments in compliance with financial policies and procedures
- Enter data accurately into various systems (i.e. SAP, Excel, etc.)
- Reviewing customer statements
- Special projects and all other duties as assigned

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, RRSP matching, referral bonus, course reimbursement and access to world class medical specialists through our unique Best Doctor's program as well as an Employee Assistance Program.

Please submit your resume in confidence, along with your salary expectation, and availability date by responding to this ad.

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

