

JOB OFFER

Credit analyst

Montréal branch

Under the responsibility of the credit manager, the incumbent must ensure that losses and late payments are kept at the lowest level, without compromising the achievement of the sales volumes necessary for the profitability of the company.

The major challenge of the position is to collect customers according to the terms established by the service, to support other departments and to ensure that the amounts due for the products sold are received, all while providing exceptional customer service, adequately meet the needs of our customers.

TASKS AND RESPONSIBILITIES

- Take care of releasing the held commands;
- Denounce contracts and projects (title searches, payment follow-ups, receipts);
- Perform credit analysis of new customers and revise the credit of existing customers;
- Take action to follow up on customer accounts;
- Make calls (collection, follow-ups, info...) and send emails to clients;
- Exchange and collaborate with the customer service team, sales and customers to identify and resolve any issues that may result in non-payment of invoices due;
- Take care of issuing credit notes concerning price corrections, respecting the procedures established by the credit department;
- Process daily deposits and apply payments in the system;
- Maintain the database of customer accounts;
- All other tasks related to the credit department.

GENERAL SKILLS

- Aptitude for customer service, analytical sense, problem solving, negotiation and judgment developed;
- Ability to perform multiple tasks at the same time and work under pressure;
- Sense of organization and priorities;

REQUIREMENTS

- Minimum 1 year of credit experience or equivalent education;
- French / English bilingualism;
- Ability to use the Microsoft Office suite.

ASSETS

- Experience in collection / accounts receivable;
- Experience in credit in the field of construction;
- Knowledge of the Prophet 21 system.

OUR WORK ADVANTAGES

- Competitive salary;
- Sick days;
- Complete insurance program 100% paid by the employer;
- Group RRSP with employer contribution;
- Free parking and public transport nearby;
- Free full gym on site;
- Recognition of years of service;
- Social committee, employee discounts;

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