

# 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