



Job Title: *Credit Admin Assistant*

Department: *Credit*

Reports to: *Credit Manager*

Status: *Full-time, Non-Exempt*

Summary:

The Credit Admin Assistant reports to the Credit Manager and is responsible for data entry, contacting customers, resolving customer complaints, fulfilling clerical duties which may include filing, credit releases, credit references, research and other duties. Success in this role will require a positive attitude, great work ethic, organizational skills, and people skills!

Essential Duties and Responsibilities:

- Receives charge slip or credit application by mail, or receives information from salespeople or merchants over telephone
- Creates and maintains credit history files
- Documents daily collections activity
- Research account disputes and billing discrepancies
- Respond to credit inquiries from external and internal clients
- Verifies credit standing of customer from information in files, and approves or disapproves credit, based on predetermined standards
- Prepares accounts for memberships or charge accounts
- Keeps record of customer's charges and payments and mails charge statement to customer
- Required to assist in other functions within the office to meet the needs of the business
- Other duties as assigned

Skills:

- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to communicate with account holders in a courteous manner
- Proficient in MS Suite or similar software

Education and/or Experience:

- High school diploma or general education degree (GED)
- 2 years of related experience in accounts receivable preferred
- Equivalent combination of education and experience

Certificates, Licenses, Registrations:

- Valid Driver's License
- Valid certification (e.g ASE) a plus

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will exert up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to walk short distances, and/or drive a vehicle to deliver and pick up materials. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually very loud.

DISCLAIMER: This job description, indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can perform the job described as stated above and am able to work in these conditions.

Signature _____

Date_____