

Love going to work every day? We do. Interested in a career with a progressive fourth generation, family owned company with 100 years of experience?

Willson International is a fourth-generation organization offering Customs Brokerage and Third Party Logistics solutions to our client. We are dedicated to our people because the people we hire are the cornerstones of our success. Their ideas, commitment and connection to our customers are truly the essential elements in how we succeed.

If you have a passion for terrific customer service, work life balance and love to work in a team environment this could be the opportunity for you!

### **Credit & Collections Specialist – Mississauga, ON**

The **Credit & Collections Specialist** is responsible for credit reviews on accounts and the collection of outstanding account balances. Monitor and maintain assigned accounts as required.

#### **Here are some of the activities you will be expected to perform:**

- Follows collection procedures to collect past due accounts, contact clients by phone, e-mail, or collection letter
- Provides account statement, copy of invoice/back up documents to client upon request
- Sends Statement Of Account and collect Customs taxes for monthly remittance
- Maintains >45 days accounts to exceed monthly targets defined by Department Key Objectives
- Review aging daily and regular analysis of credit limits
- Resolves disputed invoices which includes requesting backups and credit/debit notes, communicating with operations, sales, and service teams
- Follow credit procedures for setting up new accounts, such as checking credit reports, and communicating with banks to complete credit checks
- Reconcile payment application
- Communicate and follow-up with third party collection agencies
- Maintain client records
- Reception backup
- Other duties as assigned

#### **These are the standards we look for:**

- High School Diploma required
- Credit and Collection certification and or training is preferred.
- Minimum two (2) years direct collection experience within an office environment
- Working knowledge of MS Office Suite of products – Excel
- Working Knowledge of Basic Accounting practices and Credit approval knowledge
- Strong communication skills – verbal and written is required
- Problem solving and analytical ability is required
- Ability to work independently and or part of a team

#### **These are the values that are important to us:**

We believe in Constant Improvement, Urgency and Purpose, Courage, Community Involvement and Family First. We look for people that are adaptable, enthusiastic, self-motivated, passionate, creative and team-oriented.

**This is the company culture we are fostering:**

At Willson, family is first, and we recognize, support and respect each employee's responsibility to his/her family. In our continued efforts to help our employees we offer:

- Medical, Dental & Supplementary Health coverage
- Maternity top-up and paid time off for new Fathers
- Company paid emergency leave days
- Company matching Group RRSP
- Paid Continuing Education Courses

If you think you are a fit for this type of opportunity please apply by sending your resume to [careers@willsonintl.com](mailto:careers@willsonintl.com) We would love to hear from you. Please come and learn more about us at [www.willsonintl.com](http://www.willsonintl.com)

**Willson International is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.**