

Credit Supervisor

Description

Peninsula Co-op is retail with a difference. Being member owned, we focus our profits on giving back through yearly rebates, by supporting many community initiatives and by sharing profits with our staff. As we've grown and evolved, our collective roots now date back nearly 60 years, yet we remain a locally-focused Co-op with more than 108,000 members and ambitious plans to continue growing the business on Vancouver Island.

Benefits

A full benefits package is offered including health and dental coverage, life and disability insurance plus an employer matched pension plan. Profit sharing, fitness memberships or reimbursements, social events, volunteer opportunities and staff student awards are among some of the other benefits provided. Tuition assistance, providing 100% reimbursement of tuition expenses, is available to those pursuing education related to their position while they work full-time. We are committed to every staff member enjoying their experience and developing life and career skills. We reward hard work, commitment and results.

What you will be doing

Provide support, oversight and direction to the customer service team that handles commercial and residential fuel sales; review and approve applications for credit and credit limit increases within the credit policy; ensure collection of payments from overdue accounts; investigate credit issues and negotiate payment options with customers; resolve debtor situations involving delinquency, legal action, fees owed and credit bureau disputes; review customer accounts to identify potential credit risks; prepare related reports; oversee preparation of monthly statements; respond to customer inquiries; complete other duties as required. This is a full time, year round, permanent position located at our Cardlock office at 6764 Oldfield Rd, Victoria B.C.

What we are looking for

A demonstrated ability to lead, motivate and develop a team of people; minimum 3 years experience in credit, collections and accounts receivable administration; exceptional interpersonal and communication skills; commitment to protecting personal information and maintaining confidentiality; problem-solving and analytical skills; intermediate knowledge of excel; related business education and/or a certification from the Credit Institute of Canada is an asset.

Please direct questions to Amy, Senior Administration Manager 250-544-2949; or Susan, Director, Finance 250-544-2947.

To apply:

Please submit your cover letter and resume to Human Resources by **6:00 pm, Wednesday, October 13, 2021.**

- Email hr@peninsulaco-op.com, or
- In person or mail to Peninsula Co-op, 1-2132 Keating X Road, Saanichton, BC V8M 2A6, attention Human Resources.

This position is being advertised internally and externally.

Date posted: September 27, 2021

1-2132 Keating X Road, Saanichton, BC V8M 2A6
Tel 250.652.1188 | Fax 250.652.5298

peninsulaco-op.com

Moving ahead, by giving back