

Credit & Collection Admin Associate

Company Overview:

National Oak is a privately held premier paint, body and equipment (PBE industry) distributor with revenues between \$100 and \$200 Million. The company operates 14 distribution centers and services all major US markets. National Oak is the largest national PBE wholesale distributor in the country.

Responsibilities:

The Credit & Collection Admin Associate is responsible for the investigation and analysis of credit risks working within the guidelines of the company's credit policy and procedures. The primary responsibility is to analyze new and existing credit risk; maintaining and updating the current database of customers and generate legal documents in support of the collection process. The responsibilities will also include assisting with and monitoring the collection of past due accounts, making collection calls to resolve complex credit problems independently and to develop and maintain sound relationships with customers and sales team. The results of the effective performance will be to maximize sales opportunities and to minimize credit losses while maintaining a high level of customer satisfaction.

In addition to the specific credit and collection skills listed above, the credit and collection associate should demonstrate a can-do attitude, a high level of intelligence, integrity, and the ability to work across multiple organizational functions.

The Credit & Collection Admin Associate will report to the Credit and Collections Manager. The Admin Associate's success will be a high priority for the company.

Qualifications:

The successful candidate should be interested in pursuing or continuing to develop their collection and accounting skills.

Specific skills include:

- Strong analytical and reasoning skills
- Strong communication skills
- MS Office Excel
- MS Office Word
- Basic accounting knowledge
- Experience working in credit, collections, and/or account receivables
- A Bachelor Degree in accounting or related field is required.

Candidates should be authorized to work in the U.S. (Permanent residency or permanent work authorization).

Application Process:

Resume submittal: submit resumes with cover letter to hring@nationaloak.com with subject "Credit & Collections Admin Associate".

NOD is an EOE