



Credit & Collections Specialist

About Collicutt Energy Services

Collicutt Energy Services is a leading provider of energy solutions, specializing in engine rebuilds and servicing, and the sales, service, and rental of industrial generators, power systems, and related equipment. Our commitment to excellence, innovation, and customer satisfaction has established us as a trusted partner in the energy sector.

Our Core Values:

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~ It's Fun to Win ~
Finding a Better Way*

Position Overview

Collicutt Energy is currently seeking a dedicated and detail-oriented **Credit & Collections Specialist for a six-month term position at our Red Deer, Alberta office**. This role involves managing the company's credit policies and collections processes, ensuring timely payments from clients, and maintaining accurate financial records. The ideal candidate will have a strong background in credit and collections, excellent communication skills, and the ability to work independently in a fast-paced environment. ***To reward your hard work and commitment, Collicutt Energy is offering a completion bonus at the end of the term.***

Responsibilities

- Assess the creditworthiness of new and existing customers
- Determine credit limits, payment terms and any special payment arrangements
- Process customer credit increases
- Monitor customer accounts for customers to be put on hold or lower their credit limit
- Monitor accounts receivable balances and ensure timely collection of outstanding invoices
- Contact customer via phone and/or email to remind them of their payment deadlines
- Work with operations for any invoice disputes
- Negotiate payment plans with customers having difficulty to pay
- Manage preliminary lien notices, file liens and lien releases as needed
- Monitor credit reporting websites for current customer downward trends
- Setting up and maintaining customers in SAP
- Meet regularly to discuss the status collections and any troubled accounts
- Provide support to the Accounting department
- Special projects and all other duties as required

Qualifications

- High school diploma
- Business or office diploma/certificate preferred
- 3+ years of experience in an administrative role
- Credit and/or collection experience
- Excellent organizational skills with a strong ability to communicate effectively verbally and in writing
- Self-motivation; the ability to work in a very dynamic environment



- Strong attention to detail
- Effective time management, including the ability to anticipate and deal with the effects of change
- Ability to think on your feet coupled with strong decision-making skills
- Analytical minded with the drive, ability and interest to investigate and resolve issues and discrepancies
- Strong negotiation skills
- Strong understanding of the company inter-department workings and roles they play with each other
- Commitment to Collicutt Core Purpose and Core Values

How to Apply

Interested candidates are invited to submit their resume and cover letter outlining their qualifications and experience to hr@collicutt.com.

Collicutt Energy Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.