



WE ARE HIRING

Collections Agent

St-Stanislas • Montréal • Québec • Industriel
Alma • Candiach • Sherbrooke • Toronto • Winnipeg

► Visit the **CAREER** section at adfdiesel.com and join our team! ◀

For over 40 years, **ADF Diesel** has been a family-owned business and a leader in the diesel mechanics industry across Canada. With 10 branches nationwide, we offer the widest range of products and services in our field. As part of our continued growth, our **Toronto branch** is currently looking for a **Collections Agent** to join our team.

OVERVIEW OF YOUR DAILY ROLE

- Contact debtors by phone or in writing;
- Negotiate and arrange final payment settlements;
- Keep debtor information and communications up to date;
- Monitor orders, receivables, and clients' payment history on a daily basis to identify risks and ensure credit compliance;
- Track accounts receivable, identify discrepancies, and implement corrective actions to minimize bad debts;
- Resolve disputed accounts efficiently;
- Collaborate with the Legal Department when required;
- Identify opportunities for process improvement and propose solutions to increase efficiency;
- Provide support to the existing team in carrying out various mandates.

REQUIREMENTS AND QUALIFICATIONS

- High school diploma or equivalent required;
- Minimum of two (2) years of experience in a similar role (a combination of relevant experience and training may be considered).

WHAT WILL MAKE YOU SUCCESSFUL IN THIS ROLE

- Strong persuasion, communication, and negotiation skills;
- Solid knowledge of collection principles;
- Demonstrated autonomy, rigor, and professionalism;
- Tact and sound judgment.

WORK LOCATION

6103 Shawson Drive
Mississauga, ON, Canada, L5T 1E4

WORKING CONDITIONS

Salary Offered :

Starting salary based on
experience, ranging from **\$23 to
\$30 per hour**

Benefits :

Group insurance, DPSP, ongoing
training, work-life balance,
provided work clothing, etc.

Position Status :

Full-time, **42.5 hours per week**
Day shift
Monday to Friday

Employment Duration :

Permanent position

HOW TO APPLY

Unleash your full potential with
ADF Diesel by sending your
résumé by email to
cv@adfdiesel.com