



WE ARE HIRING

▶ Administrative assistant - Collections ◀

St-**Stanislas** • Montréal • Québec • Industriel
Alma • Cadiac • 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 11 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 **Administrative Assistant - Collections** to join our team.

OVERVIEW OF YOUR DAILY ROLE

- Enter payments into the system;
- Open and maintain customer accounts in the ERP;
- Process credit check requests;
- Perform collection calls with customers who have outstanding balances;
- Communicate with the sales team to follow up on customer accounts;
- Document customer interactions in the system;
- Collaborate with the credit and collections team;
- Resolve billing disputes;
- Send account statements and payments reminders;
- Prepare and monitor payment arrangements;
- Perform any other tasks related to credit and collections support.

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

- Excellent organizational skills and strong attention to details;
- Comfort with numbers and solid analytical abilities;
- Strong communication skills, both verbal and written;
- Demonstrate tact, autonomy, rigor and resourcefulness.

WORK LOCATION

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

WORKING CONDITIONS

Salary Offered :

Starting salary based on
experience, starting at \$20 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