



Nicholson and Cates Limited is currently seeking to fill the position of Credit Manager. This is a permanent, full-time position at our head office located in Burlington, Ontario.

Responsibilities:

- Actively manage and update customer credit accounts
- Ensure a timely collection of receivables
- Actively work to improve the company's collection process
- Negotiate with customers regarding collection of non-payments
- Participate in credit group meetings
- Request credit insurance coverage for new and existing customers as needed
- Manage and negotiate the yearly contract with our receivables insurance provider
- Perform weekly and monthly reporting requirements
- Communicate with sales departments regarding customer accounts, issues, challenges, and trends
- Support Accounts Receivable administrator on a daily basis with customer accounts and issues

**\*Salary contingent on experience. Please forward salary range expectations for this role.**

We appreciate all applications, however only those candidates selected for an interview will be contacted.

Nicholson and Cates Limited is committed to creating a diverse environment and is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment. Upon request, we will provide reasonable accommodation for disabilities to support participation of candidates in all aspects of the recruitment process. Should you require an accommodation, please contact us at **hr@niccates.com** and we will work with you to meet your accessibility needs.

Submit your resume/application to **careers@niccates.com**