

# Reception & Credit Administrator

## THE JOB

Reporting to the Director of Risk Management, the Credit Administrator/Receptionist will contribute to the growth and success of Weston Forest and will be responsible for various administrative duties. The ideal candidate will be comfortable working in a fast-paced environment, is self-motivated and enjoys challenges.

**HOURS OF WORK: 8:00AM – 4:00PM**

## DUTIES & RESPONSIBILITIES

- Covers Reception/Switchboard relief
- Update and maintain company phone lists, cell phone lists, outgoing cheques, security/emergency lists, office maps, promotional items form and promotion purchase per salesperson form
- Orders and maintains supplies - paper supplies, toilet supplies, kitchen supplies, Staples office supplies, courier supplies, coffee and related supplies, promotional items, Pure Tap water, toner cartridges, business forms and postage for postage meter
- Opens, date stamps, sorts, stuffing and posting the daily mail.
- Match courier waybills and invoices for Accounts Payables
- Faxing, emailing, folding and stuffing the invoices and credit notes for Accounts Receivables
- Maintain purchase order binder
- Maintain photocopies, faxes, and postage machine
- Provide monthly totals for postage machine, photocopier usage, weekly inventory of promotional items and ensures mail slot labels are current
- Provide guidance and direction to file clerk
- Negotiate for fax machines, postage machine and office supplies as required
- Maintain vending machine repairs
- Retrieve promotions items for sales staff
- Oversee petty cash for postage
- Oversee sending flowers and donations as required
- Assist Administrative Assistants with miscellaneous clerical duties as required
- Other assignments as requested.
- Collections on accounts within portfolio and backing up when required
- Credit related administrative duties as requested by the Director of Credit which may include, inactivating accounts, updating customer records in GP and Tally Works, plus, special projects as assigned

## KNOWLEDGE & SKILLS REQUIRED

- 2 – 3 years of relevant work experience
- Excellent Communication skills (oral & written)
- Excellent attention to detail
- Able to take direction well, adaptable, co-operative and able to work under pressure and deadlines
- Strong initiative, proven ability to manage multiple tasks, deadlines, large volumes of work and a fast paced, service oriented environment



- Strong work ethic and a positive attitude
- Demonstrated maturity with the ability to self-manage, organize, prioritize and interact well with others/team
- Strong analytical and problem solving skills
- Ability to adapt to change

All candidates are required to be fully vaccinated.

## THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: *"YOU'LL LOVE DOING BUSINESS WITH US"*.

### Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

**Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.**

