

Credit Specialist

COMPANY HISTORY

Power/mation is a nationally recognized distributor specializing in advanced automation hardware and software products. We help our customers improve their manufacturing processes by assisting them in the application of unique automation solutions in the following technology areas: motion control, logic control, software, sensors, vision, safety, power transmission, panel components and services. Power/mation began in 1961 and has grown to 10 locations within Minnesota, Wisconsin, Illinois, Iowa, Nebraska and the Dakotas. For more information, please visit our web site at www.powermation.com.

We are currently seeking a Credit Specialist for our St. Paul office. This individual maintains good customer relations and accounts receivable balances in accordance with guidelines set by management. Monitors current balances, past-due accounts and credit lines.

RESPONSIBILITIES

- Communicating with customers concerning their account via phone and email.
- Reviews and establishes credit lines in order to minimize the organization's credit risk.
- Reconciles customer's accounts and makes adjustments when needed.
- Maintains a credit file on customer accounts including credit history and past problems.
- Informs management and sales staff of account problems.
- Provides back-up for cash receipts as needed.
- Establishes credit lines and special agreements to meet customer needs.
- Resolves disputes over invoices and other issues.

REQUIREMENTS

- High school diploma or equivalent required and two to four years secondary accounting education preferred.
- Minimum of two years credit experience.
- Knowledge of basic accounting practices and policies in order to effectively understand the credit and collection function and organization's sales objectives.
- Computer proficiency to maneuver through credit screens, conduct research, and request D&B reports on the internet and enter information into customer portal sites.
- Excellent verbal and written communication skills.
- Ability to prioritize, organize and complete tasks accurately and in a timely manner.
- Ability to think strategically and make decisions in order to resolve customer's disputes in an efficient manner.
- Negotiation skills to negotiate payments with customers.

BENEFITS

Medical and dental plan, life insurance, long term disability, HSA, voluntary life and vision, health and dependent care reimbursement accounts, 401k with company match feature, discretionary profit-sharing plan, educational assistance, paid time off, paid holidays including birthday and service anniversary.

Qualified individuals may send their cover letters and resumes to mary.ringhofer@powermation.com



Power/mation®

Providing innovative automation solutions with exceptional customer service.

Equal Opportunity Employer