



CAREER OPPORTUNITY

Location	AgWest Elie Branch	City	Elie
Province	Manitoba	Country	Canada
Position	Credit & Sales Assistant	Job ID#	TCQ-21-8189
Reporting To	Controller	Grade	Summer Student
To Apply to this Position:	<ul style="list-style-type: none"> ➤ Please go to: www.agwest.com ➤ Select “Internal Careers” ➤ Pick the Job # then hit “Apply Now” <p style="text-align: center;">**Resumes are Required**</p>		
Position Overview	<p>The Credit & Sales Assistant is responsible for assistance and coverage of Accounts Receivable administration and Sales Administrative support as an integral part of the “sales to cash process”. This role provides vacation relief to staff and assumes partial responsibility for assigned functions, supporting full-time staff members during our peak sales period.</p>		
Key Accountabilities	<p>Participate in safe, environmentally sound and healthy work behaviours and practices at all times in support of Toromont’s Health and Safety Policy/Programs and initiatives</p> <p>Accounts Receivable:</p> <ul style="list-style-type: none"> • Under the direction of the Credit Manager, work with the AR Coordinator to enter and matching of Point-of-Sale (POS) transactions • Maintain AR Reloaded call logs • Monitor customer accounts and unapplied cash reports to ensure cash is applied accurately and timely <p>Sales Administration</p> <ul style="list-style-type: none"> • Under the direction of the Sales Administration Manager, work with Sales Administration team, sales force, credit, service, yard and management to support the execution approved equipment deals • Data entry into various internal software and systems (DBS, IronHQ, various internal applications, etc). • Tracking of demonstration, no-charge and rental units. <p>General</p> <ul style="list-style-type: none"> • Perform other administrative duties, as required. • Reception coverage 		
Key Qualifications	<ul style="list-style-type: none"> • High School Diploma and enrollment in a related (Business) college or university program • Safety conscious, customer centric and a strong team player with a sense of urgency • Positive Attitude and strong work ethic. Motivated and willing to learn. • Attention to detail, efficient time-management and effective problem solving skills • Ability to quickly adapt to multiple priorities in a deadline driven, fast paced environment • High proficiency in Microsoft Office Applications including Excel, Word and Outlook • Willing and able to work flexible business hours in support of the business • Business/Office experience an asset <p style="text-align: center;"><i>AgWest is an equal opportunity employer who recognizes and values diversity.</i></p>		

