



Credit Approvals Clerk Mega Group Inc. – Saskatoon Office

Mega Group Inc. is Canada's largest retail buying and support group of independent furniture, appliance and consumer electronics retailers. We are dedicated to providing programs that stimulate growth and promote success. Our vision is to be the essential supplier of retail services ensuring the continued success of the Independent Home Goods retail channel in Canada. As a Platinum Member of Canada's Best Managed Companies, we serve over 700 retail members across the country with offices located in Saskatoon and Boucherville.

We are proud to provide an employee-friendly work environment, where work-life balance is a priority. We value the talents and abilities of our employees and strive for an open, flexible, cooperative, and dynamic work environment.

We are seeking a Credit Approvals Clerk in our Saskatoon office. The incumbent's primary responsibilities will be:

- Receive credit approval requests, enters them into our internal database and communicate to customers
- Handle customer correspondence relating to credit approvals and member status
- Collaborate with the supervisors in credit approval administration
- Process invoice exceptions and follow up with customers when there are gaps in the approval process
- Prepare and distribute Credit and Central Billing Procedures to customers
- Assist in the collection of member Insurance Policy renewals as required
- Administrative duties and project work as required
- Provide a response to approval requests within two hours or less
- Respond to a high volume of phone calls/e-mails in a timely manner
- Handle customer complaints with diplomacy and professionalism
- Engage in continuous learning through involvement in new Credit initiatives and educational opportunities as they present themselves

Qualifications

- Excellent written and oral communication skills
- Excellent customer service skills
- Proficient in Microsoft Office applications; specifically, Excel and Word
- Strong technical skills
- Exemplary attention to detail
- Strong organizational skills
- Formal credit training/experience is an asset
- Bilingualism (English/French) is an asset

Please apply in confidence to hr@megagroup.ca

**Please note that only those candidates selected for an interview will be contacted.*