

Are you ready to be a part of something bigger? As one of Canada's Best Managed Companies, Mega Group values the talents and abilities of our employees and seeks to foster an open, cooperative, and flexible environment in which employees can thrive. Being a proudly Canadian company means we're always looking for smart, enthusiastic, and passionate team members who reflect the communities we serve. Join our team today and take pride in helping our neighbours turn their businesses into success.

Make an impact with our Credit team as a **Credit Approvals Clerk** in our **Saskatoon** office.

What you will do:

- Receive credit approval requests, enter them into Dynamics and respond to Vendors
- Handle Member and Vendor correspondence relating to credit approvals and Member status
- Collaborate with the Mega Account Managers in credit approval administration
- Process invoice exceptions and follow up with Vendors when there are gaps in the approval process
- Prepare and distribute Credit and Central Billing Procedures to Vendors
- Assist in the collection of Member Insurance Policy renewals as required
- Administrative duties and project work as required

What you offer:

- 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 considered an asset

What we offer:

- Health and Dental coverage
- Health Care Spending Account
- Lifestyle Account
- Gainshare
- RRSP Plan
- Employee Assistance Program
- Social and charity committees
- Hybrid work possibilities
- Healthy work-life balance
- Positive company culture
- Training and development opportunities
- The personal fulfillment of supporting local businesses

Who we are:

Making independent retailers stronger is not just a tagline, it is our entire reason for being. For more than 55 years, Mega Group has provided a competitive edge to like-minded Canadian independent home goods retailers by providing programs and services that save them time and money. Entirely member-owned, Mega Group provides the combined expertise and scale in the areas of Retail financial support, Digital business, and Business Fundamentals that our members cannot easily access or afford on their own.

Want to learn more? Check out our [website](#) and follow us on [Facebook](#).

Our goal is to support local businesses. We believe the best way to do that is by building a team with various backgrounds, cultures, and perspectives to help make our vision a reality. Diversity and inclusion fuel our innovative solutions and unite us with our members and the communities we serve. We have a nationwide, multicultural, and diverse member base - we want to reflect that inside our walls.