

Credit Clerk

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$20.00 to \$24.00 hourly
Employment status: Contract / Temporary

Description

Robert Half Contracts Finance and Accounting division is seeking a Credit Admin to join a well-known electrical contracting company in Folsom to join their team to cover an LOA for the next 3 months!

This candidate would be working directly with the Credit Manager and would be working 5 days a week onsite. The ideal duties would include:

Big emphasizes exceptional customer service skills.

Expertise in managing statements and invoices.

Responsible for ensuring the accuracy and efficiency of credit Administration processes.

Maintaining customer accounts and providing excellent service to our clients.

This role does not include collections calls. The ideal candidate would have at least 1+ years of working in a credit department, have excellent customer service, basic excel knowledge and be able to work in a busy environment! If you feel this is the job for you, apply today!

Requirements

MS Excel

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.