

## **Job Description**

**Position:** Receptionist /Credit Clerk

### **Credit Clerk Duties**

- Receive all new paperwork for new accounts, put together all credit information for Credit Supervisor to review
- Set up all new accounts in our system
- Maintain customer accounts and make any new edits requested by account
- Maintain most aspects of Dealer Portal and customer accounts in Oracle
- Administrative tasks as needed
- Mail invoices/credits each day
- Assist credit department when needed
- Email Dealer statements monthly and upon request
- Special projects as they present themselves

### ***Operator Duties***

- Answer and direct all incoming calls in a polite and informative manner
- Responsible for coordinating special messages for company functions and closures
- Maintain internal phone directory

### **Requirements**

- High school graduate
- Some administrative and/or accounts receivable experience
- Have great attention to detail, very accurate
- Must be able to work 7:50 to 5:00 M-F
- Dependable, reliable and punctual
- Superb communication skills
- Ability to listen, understand, and respond accordingly to calls
- Courteous, tactful, and polite
- Ten key/typing/computer skills

- Some excel experience helpful
- Ability to work well with others

**Essential job functions**

- Must be able to operate telephone system
- Must be able to operate standard office equipment
- Must be able to sit for extended periods of time
- Must be able to communicate verbally