

**POSITION: CREDIT MANAGEMENT ANALYST**  
**LOCATION: CLOVERDALE, BC**

The Corix Group of Companies - based in Vancouver, B.C. - specializes in providing products and utility solutions for sustainable infrastructure in the water, wastewater and energy sectors. It has over 1400 employees in 60 locations across North America. Corix is a private company whose primary owners are BC Investment Management Corporation and CAI Capital Management Inc., two large and stable members of the Canadian investment community who specialize in public pension funds. Please visit [www.corix.com](http://www.corix.com) for more information.

### **Job Summary**

Corix has an immediate opening for a Credit Management Analyst in our Surrey office that will be responsible for administering new and existing customer's credit limits, project reports while implementing the company's credit and collection philosophy and policies for all the Corix entities. Will also work closely with the Cash Administrator providing support where required. Works closely with the appropriate operational/sales personnel to ensure the limits and terms are appropriate for the customer.

Reporting to the Manager, Customer Financial Services, and this position will be responsible for administering and reporting on the legal/third party files. The successful candidate will meet the following:

### **Major Responsibilities and Duties:**

- Responsible for the credit administration of new and existing customers including terms, security and correspondence. To include tracking of outstanding applications.
- Responsible for the initial assessment of new projects incorporating terms, security and completeness of information.
- Responsible to co-ordinate and complete bi-annual credit assessment of credit limits within all companies.
- Responsible to administer the Navision Customer Master Records and enter adjustments as required.
- Responsible for administering the severely delinquent files. Administers the files and prepares reporting.
- Responsible for maintaining the Customer Financial Services forms and manages changes and/or additions required.
- Responsible for preparing month end and various AR reporting for the consolidated group of companies.
- Performs other special projects and provides administrative support as may be assigned and required from time to time by the Manager of Customer Financial Services and/or Director of Customer Care & Financial Services.

**Qualifications and Experience:**

- Minimum Grade 12, supplemented by completed post secondary education (university, community college, etc.) or The Credit Institute of Canada FCI Program.
- Greater than 5 years experience in a similar analytical credit management position with knowledge of credit assessment and interpretation of the credit reports and of the construction industry.
- Superior organizational, interpersonal, multitasking, analytical, prioritizing and communications skills both oral and written.
- Excellent PC skills for word processing and excel spreadsheet analysis.
- Must possess a willingness to provide a very high level of quality customer service both internally and externally in a positive and professional manner.

If you possess these skills and qualifications, we invite you to submit your resume in confidence quoting competition # 13B-516 to:

**Corix | [careers@corix.com](mailto:careers@corix.com) | Fax 604.697.6739 | [www.corix.com](http://www.corix.com)**