



**Title:** Credit Assistant

**Location:** 2345 Alyth Road SE, Calgary

**FYI: Star will be moving to a new facility at 292109 Prime Close, Rocky View County, AB (behind the Century Downs Racetrack/Casino in Balzac). This is not on a bus route.**

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Credit Manager, as the **Credit Assistant** you will maintain good relationships with clients while monitoring their creditworthiness. You also monitor accounts receivable and liaise with clients to ensure accounts are kept current.

Your day-to-day responsibilities will include:

- Utilizing proper procedures and enforcing policies for credits and payment collections.
- Preparing, reviewing and analyzing accounts receivable aging reports.
- Processing payments made via credit cards and creating new credit and cash accounts in the system.
- Monitoring receipt and record of cheque payments.
- Processing credit applications, and conducting due diligence such as contacting references, submitting bank inquiries, doing web research, and checking registry reports.
- Maintaining complete and accurate account information in the database and on file.
- Conducting account reviews and corresponding with customers regarding changes in their status.
- Processing and sending customer statements and following up on inquiries as required.
- Monitoring and expediting payments from customers to ensure payments are fully received.
- Following up with collection of delinquent accounts. Maintaining effective dialogue and liaising with Collection Agencies and Lawyers to successfully collect delinquent accounts.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High school diploma.
- Diploma or Certificate in Accounting is preferred, but not necessary.
- Minimum 1 year of related experience in AR/Credit field.
- Able to deal with sensitive situations/issues that require high standards of integrity.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

## What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

## Work Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

## About Us

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing date:** April 25, 2025

[Apply Here](#)