



## Position Posting

**Position:** Credit Representative  
**Reports to:** Credit Manager

**Division:** Kent  
**FLSA:** Non-Exempt

### Summary:

Under limited direction, performs accounting and administrative functions with a focus on credit and collections. Exercise independent judgment, discretion, and timeliness in order to enhance the effectiveness of the Kent Division as a whole.

### Essential duties:

- Perform collection calls and help monitor the daily credit queue.
- Send requested copies of invoices, proof-of-deliveries and statements.
- Enter customer payments, adjustments and assignments.
- Maintain and update customer master information accurately.
- Work with various parties in processing receivables including resolving discrepancies and verifying pricing.
- Verify freight bills and freight invoicing.

### Other duties:

- Perform daily scanning, filing and other duties as assigned.
- Perform other duties as assigned.

### Qualifications:

- Minimum two years experience in credit and collections or accounting preferred.
- Proficiency with Microsoft Windows and current versions of MS Office, including Outlook, Excel, and Word.

### Knowledge, skills, and abilities:

- Highest level of professionalism with the ability to maintain confidentiality.
- Effective verbal and written communications skills. Ability to communicate at all levels of the organization and work well within a team environment in support of company objectives. Customer service oriented, with the ability to work well under pressure while providing accurate output.
- Detail oriented, well-organized with ability to prioritize, coordinate and simultaneously maintain multiple projects.
- Approachable, flexible, and adaptable to change.
- Strong math skills.
- Ten key, typing and keyboarding by sight.

### Working Conditions:

- Professional office environment.
- Necessity to sit or stand for extended periods of time.
- Regularly lift 10-20 lbs.
- Frequent use of basic office equipment (i.e. computer, mouse, telephone, copier, scanner, etc.).
- Ability to bend and stoop as necessary for filing.

### To Apply:

WCP Solutions  
23200 64<sup>th</sup> Ave South  
Kent, WA 98032  
Attn: Credit Manager  
Phone: 800-451-2737 Fax: 253-850-1153 Email: [resumes@wcpsolutions.com](mailto:resumes@wcpsolutions.com)