



BECOME ONE OF OUR BEST ELEMENTS

Just as air, fire, water and earth are essential to life, a successful employer is essential to a satisfying career. Air Liquide, a global leader in gases for industry, health and the environment, is such an employer. We will value your expertise and creativity, and encourage you to become one of the best elements of our success. Join our team and share our pride in a job well done – you'll be in good company.

AGENT, ACCOUNTS RECEIVABLE – BRAMALEA, ONTARIO – PERMANENT POSITION

An overview of the mandate

Your overall focus as an Agent, Accounts Receivable will be on supporting our Sales and Customer Service teams by making it possible to provide credit services to customers, maintaining good customer relationships and contributing to the financial health of Air Liquide Canada, while promoting corporate safety and quality objectives. Specifically, you will:

- Strive to maintain outstanding accounts receivable at 45 days or less by reviewing, and collecting on delinquent accounts, negotiating payment methods and terms with customers, and, if necessary, coordinating with a third party to facilitate collection
- Process credit applications, analyze customer credit status, evaluate and establish credit limits, and ensure that approval is received
- Work closely with Sales when placing customers on COD program or repossessing equipment
- Record information about financial status of customers and status of collection efforts
- Make daily entries into customer accounts for cheques and materials received
- Reconcile accounts on a monthly basis, following up to determine and improve customer performance
- Ensure that customer payments are credited accurately and on a timely basis
- Be familiar with, and follow relevant procedures outlined in the ALC Quality Manual
- Ensure that proper corrective and preventive measures are in place to address customer issues or complaints
- Maintain cash flow by entering customer payments and making bank deposits
- Develop a strategy to secure customer loyalty

Critical competencies for success

- You know how to define and achieve objectives, determine and efficiently allocate required resources, establish and implement work plans, establish priorities, and use efficient methods, systems and work tools.
- You are a skilled problem-solver, able to identify and analyze problem situations in a timely manner, highlight key issues, as well as develop and propose alternative, feasible solutions.
- Known for your strong interpersonal skills, you maintain solid relationships with colleagues.
- As a decision-maker, you usually consider all factors before making a decision, but are able to make quick decisions when necessary, and accept inherent risks or consequences.
- Customer-oriented and service-driven, you are attentive to customer needs and requests, respect commitments made, and initiate new ideas to meet expectations.
- You are a cooperative team player who shares knowledge and experience, listens to others and considers their needs, ideas and opinions when making decisions.

The ideal Agent, Accounts Receivable profile

- College diploma in Administration or a related field
- Safety and Quality System (ISO) training
- Knowledge of basic accounting principles
- Knowledge of computer systems, including MS Office
- 3 years of experience in the industrial sector
- French/English bilingualism, if applicable

Discover the benefits of employment with Air Liquide

The reasons for joining Air Liquide Canada are many. We offer a competitive compensation and benefits package. We value technical expertise as much as managerial experience. We welcome and promote diversity in all its forms. And we offer a wide range of career paths in a wide variety of fields.

Air Liquide Canada adheres to an employment equity program and wants to create a stimulating and open workplace that fosters fairness, respect and diversity.