



Delmar International Inc. is a leader in the fields of customs brokerage and freight forwarding, and an advanced provider of logistics services. Today, Delmar is one of the largest and fastest-growing Canadian owned and operated freight forwarding and customs brokerage organizations, serving over 4,000 clients in more than 100 countries. With offices in Canada, the United States, China, and Europe, Delmar has a staff of over 800 dedicated industry professionals, striving to deliver the highest quality of service to our customers.

Delmar International (USA) Inc. is currently searching for an exceptional candidate to fill the position of:

Jr. Collection Accounts Receivable Clerk

Location: New York, NY

Reporting to the Credit Manager, the Jr Collections A/R Clerk is responsible for managing a portfolio of Accounts Receivable to meet or exceed corporate objectives within established policies. The analyst will be responsible to:

- ensure payment terms and limits are respected
- Post Daily payments
- maintain and document all client transaction and communication in order to ensure timely payment.

Regular contact with clients must be maintained. When clients are not respecting deadlines, the analyst will be expected to explore the reasons, propose solutions, and escalate the matter when appropriate. Current business policies, as well as personal judgment will be used in making various decisions related to client credit.

Profile:

You have some background in accounting and collection functions. Possess the ability to work effectively in a team environment, as well as independently. You have strong communication, listening and organizational skills, and are highly self-motivated. You excel in situations where you must take initiative and you are a great problem solver.

Requirements:

- Associates or Bachelor degree in Business
- Or minimum two years experience in collections
- Proficiency in MS Office a MUST
- Extremely detail oriented and strong ability to multi-task
- Excellent time management and communication skills
- Superior analytical and negotiation skills

Interested in the opportunity to work in a fast-paced and dynamic environment? Searching for a company that encourages professional growth? Apply immediately! **Send your CV to hr2@delmar.ca and title the email: AR clerk US.**

While we appreciate your interest in this role, please note that only selected candidates will be contacted. We are an equal opportunity employer.