



Administrative Associate, Vendor Support – English/French Bilingual

Outgoing, Driven, Achievement Oriented

If this describes you, then Crelogix could be the right fit for your career.

Established in 1974 as Travelers Acceptance Corporation, and recently renamed Crelogix, we are a leader in partnering with businesses to provide superior financial solutions for growing their sales, Crelogix fosters an achievement oriented culture that allows our Associates to be rewarded for hard work and persistence.

Vendor Support provides assistance to Crelogix merchants with their customer applications, and ensures they receive a high level of service from us. Administrative Associate responsibilities include:

- Answers vendor call and emails
- Tracks status of calls and enters information into Salesforce
- Follows up with vendors on incoming credit applications and resolves deficiencies

Qualifications for all candidates include:

- 2 years general office experience, preferably in customer service and/or credit and/or a Diploma or Certificate in Administration
- Excellent oral and written English and French skills
- Ability to type 40 wpm minim
- Great interpersonal skills with demonstrated negotiation skills
- Comfortable working in a call centre environment
- Excellent time management and organizational skills
- Strong computer skills
- Demonstrated ability to learn new information quickly

Candidates must be flexible to work weekends as required

To Apply

If you are motivated by an environment that rewards and recognizes your personal achievements, contributions and competency send your resume to careers@crelogix.com, and please quote reference code **VS (AA)-0001-WEB** in the subject line.