



Collections and Customer Service Associate

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. With more than three decades of experience, in a wide range of business sectors, we have developed a sophisticated and meaningful range of financial products and services structured to meet the most demanding requirements – all provided within an independent, non-bank environment. Crelogix fosters an achievement oriented culture that allows our Associates to be rewarded for hard work and persistence.

We offer full-time and part-time positions. Whether you are interested in a career in Collections and Customer Service, or seeking flexible hours to pursue other interests – we have the right environment for you.

Responsibilities include:

- Respond to basic customer questions and inquiries, providing resolution
- Maintain accurate and up to date paper and electronic customer files
- Identify delinquent customer accounts and recover funds through standard collection techniques
- Coordinate cash applications for customer payments or billing related activity as required

Our successful Associates maintain high levels of customer service using superior communication skills to help clients structure their finances to maximize their account performance.

Qualifications for all candidates include:

- 1 year general office experience, preferably in collections and/or customer service
- Excellent oral and written English skills (French is a strong asset, other languages are desirable)
- 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

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.