

## **JOB TITLE: CREDIT & COLLECTIONS SPECIALIST- TORRINGTON**

**Pay Range: \$21-\$27/hour**

O&G Industries, Inc., an innovative and diversified construction and building materials company based in Torrington, CT, seeks a **Credit and Collections Specialist** to join our team. We are a highly respected leader in our field.

This position is responsible for monitoring assigned credit accounts to minimize delinquency and credit risk while maximizing timely payments of balances due. This position requires a high degree of professionalism with excellent interpersonal, verbal, and written communication skills. The candidate must also be able to build and maintain working relationships with new and existing customers. Analytical, problem-solving, and negotiation skills are also required.

### **Essential Duties and Responsibilities**

- Routine and ongoing analysis of assigned credit accounts
- Investigate credit accounts that exhibit issues such as nonpayment, partial payment, or payment discrepancies arising from pricing variances, tax issues or interest charges
- Initiate collection efforts for credit accounts by working with customers and the company's different divisions to arrange for payment or resolve payment issues
- Assist with negotiating payment plans with customers
- Recommend updates to a customer's charge status when necessary
- Document all daily collections activity
- Determine the need for liens and execute when required
- Provide documentation to in-house counsel in support of legal action taken as needed to resolve unpaid debt
- Provide credit references to third parties upon request based on customer privacy declaration
- Assist with departmental administrative duties such as mailing and filing

The ideal candidate will have 3-5 years of experience in the construction materials industry or a related field. Familiarity with JD Edwards is beneficial. We are willing to train the right candidate. A high school diploma or GED is required.

We offer a competitive benefit and compensation package along with a 401(k) match.

Please send any cover letters and/or resumes to [madisonblanchard@ogind.com](mailto:madisonblanchard@ogind.com).

O&G Industries is an Equal Employment Opportunity/Affirmative Action Employer that recruits qualified applicants and advances in employment without regard to race, color, religion, age, gender, gender identity, gender expression, sexual orientation, ethnic or national origin, genetic information, disability, marital status, veteran status or any other status protected by applicable federal, state, or local laws. O&G Industries also prohibits harassment and/or retaliation of applicants and employees based on any of these protected categories.

We are committed to hiring a diverse workforce and sustaining an inclusive culture.

Women and Veterans of the US Armed Services are encouraged to apply.

We are an E-Verify Participating Employer.