Our growing company is searching for experienced candidates for the position of credit associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for credit associate

- Review orders held in Kount (fraud management software) and approve/reject as appropriate
- Contact new and established accounts to notify when an order is on credit stop
- Ensure that customers are notified of any problems with their order
- Assess customers suitability for credit by reviewing on-line credit information reports obtained by the outsourcing partner from external credit reference agency, liaising daily with other relevant parties as applicable by phone and email
- Maintain appropriate comments in the system of all customer requirements, collection action taken, payments received, promises made
- Answer incoming calls and return customer's calls promptly and professionally
- Maintain open communication with sales and customer care to fully answer all customer queries
- Provision of copies of invoices/statements following customer requests
- The Credit Associate role is to provide clerical and investigative support to the global Credit Risk Management functions
- Process new customer credit applications including but not limited to accessing credit agency data, collecting trade references, bank trades, to open new accounts

Qualifications for credit associate

- A bachelor's degree is required, preferably with a focus on accounting or finance
- Working knowledge of the Bloomberg terminal and Bloomberg API is a plus
- Ability to multi-task in order to meet multiple deadlines
- Bachelor's Degree in Finance, Economics, Accounting or other similar
- Minimum of 2-3 years prior experience in a corporate banking environment (or equivalent)
- Past experience working on deal teams preferred