

O&G Industries

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. Closing in on our 100th anniversary, we are a highly respected leader in our field.

This individual is responsible for monitoring assigned credit accounts to minimize delinquency and credit risk while maximizing timely payments of balances due. You should have a high degree of professionalism with excellent interpersonal, verbal, and written communication skills. You 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.

We are an affirmative action - equal employment opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture.

Women and Veterans of the United States Armed Forces are encouraged to apply.