



POSITION: Credit and Collections Associate
STATUS: Full-time – 12 Month Contract
LOCATION: Kohl & Frisch Limited (Concord, ON)
REPORTS TO: Supervisor, Credit and Collections
DEPARTMENT: Finance

Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

Primary Role of This Position

Reporting to the Credit & Collections Supervisor, this position is responsible for the overall coordination, maintenance, and critical evaluation of key legal documents pertaining to Kohl & Frisch's Security Agreements and PPSA Registrations.

Major Responsibilities

- + Responsible for the processing of all credit applications & binding legal documents to ensure accuracy, consistency, thoroughness & compliance
- + Mitigating risk by performing critical & careful document examination of signatories, confirmation of ownership & director positions along with corporate profile details
- + Initializes & "perfects" K&F's overall security by coordinating the registration of legal documents, including our General Security Agreement (GSA), Purchase Money Security Instrument (PMSI)
- + Performs Personal Property Security Act (PPSA) searches to confirm the security position that K&F holds relative to financial institutions, competitive entities & other trade creditors
- + Proactively monitors the pending expiry of registered security documents to ensure that renewals take place prior to expiry
- + Liaise with sales and customers to expediently resolve deficiencies in documentation, obtain required credit & legal information and to communicate credit decisions &/or the status of credit applications
- + Accountable for the overall integrity and the day-day administration & maintenance of K&F's Customer Master File
- + Ability to collect balances due & understanding the unique issues & sensitivities relative to assigned accounts
- + Other duties as required

Education and Qualifications

- + Confidence and tact in dealing with business owners and Sales team
- + Intermediate skills in MS Excel and Word

- + Minimum of 5 years of credit and collections experience, in a high-volume department
- + Expertise and legal knowledge relative to Security Agreements and PPSA registrations
- + Proficient reconciliation, and analytical skills with accuracy and high attention to detail
- + Strong written and verbal communication skills
- + Proficient Excel skills and MS Office

How to Apply

If you are interested in applying, please submit a cover letter and a résumé to: recruitment@kohlandfrisch.com.

*Please ensure you specify the job title, **Credit & Collections Associate** in the subject line of your email.*

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodation upon request for candidates taking part in the selection process.