



Founded in 1937, Marquis is Canada's largest book manufacturer, offering the best solutions to thousands of content owners in Canada, the United States and Europe. The members of our team composed of nearly 600 employees is located in seven sites throughout Canada: Montmagny, Quebec City, Louiseville, Sherbrooke, Montreal and Toronto (2).

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## CREDIT AGENT

You will be part of a passionate credit team that ensures that we recover receivables from our customers. You will be at the heart of the action, with credit being part of the quality and personalised service offered to our clients.

**Workplace:** Sherbrooke, Montreal, Louiseville, Montmagny, Quebec City, Toronto or in the comfort of your own home.

### ADVANTAGES :

- Working in telecommuting mode Telecommuting, in-person at one of our locations or a hybrid of your choice;
- Work/family balance, schedule flexibility and floating holidays;
- Physical activity allowances and home office accommodation;
- Group insurance, pension plan and employee assistance program;
- Relocation allowance.

### KEY JOB RESPONSIBILITIES :

- Perform credit file openings and updates based on risk analyses;
- Determine credit limits and payment terms in accordance with the credit policy;
- Analyze the risk related to orders not automatically authorized by the system;
- Carry out collection procedures as required;
- Participate in various improvement projects affecting the credit area;
- Perform other credit related duties as may be assigned from time to time.

### QUALIFICATIONS:

- One (1) to three (3) years of relevant experience in a credit position, ideally in the manufacturing sector;
- College education in an appropriate discipline. A different but equivalent combination of education and experience will also be considered;
- Advanced level of English;
- Autonomy, confidentiality and self-confidence.

### Are you interested in joining our team as Credit Agent ?

Apply now to [jobs@marquisbook.com](mailto:jobs@marquisbook.com)!

We thank all applicants for their interest, however only those selected for interview consideration will be contacted. Marquis encourages applications from all qualified candidates and is committed to providing accessible employment practices that comply with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment and selection process, please notify Human Resources.

**Marquis**

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