

ASSISTANT CREDIT MANAGER

At Lafayette Venetian Blind, we value enduring customer relationships. A professional credit department is a key contributor to that endurance.

If you are able to offer these talents, you may be the right person for the job:

1. At least two years of experience in credit and collection management;
2. NACM Schooling;
3. Hands-on knowledge of bankruptcy filings, law suits, working with attorneys/legal teams;
4. Proficient computer skills including Microsoft word, Excel and email/web navigation, keyboard is a must;
5. Proficient at reading, understanding, and discerning information off of Equifax and other credit reports;
6. Understanding of credit group rules and credit law as it pertains to customer information and confidentiality;
7. The ability to manage other employees in the Credit Managers absence;
8. The ability to act as the Credit Manager's confidant and trusted support person;
9. Dependability with an excellent attendance record;
10. Exceptional work ethic;
11. Ability to maintain strict confidentiality;
12. Loyalty and friendly attitude.

This position is responsible for credit investigation, the ability to review accounts and interact with the customer in collection of debt, work with other departments in an effort to review and resolve customer questions or concerns. We offer competitive wages with the opportunity to grow your income. We have a close knit staff and work together in managing risk for the company while maintaining our valued relationships with our customers. If you are interested, please contact us today.

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Lafayette Venetian Blind, Inc. is an Equal Opportunity Employer / E-Verify Participant