



CREDIT MANAGER

SURREY, BC

\$80,000 – 90,000

On behalf of our client, Northcoast Building Products Ltd, we are searching for a Credit Manager to join their team. Northcoast Building Products is a reputable wholesale building supplier, providing a wide range of materials to builders, contractors, and developers primarily in the Lower Mainland of British Columbia. Established in 1954, Northcoast Building Products began by supplying lumber and plywood, later expanding to include builders' hardware and finishing materials. As they grew, they introduced more specialized offerings such as engineered and synthetic wood, contributing significantly to the success of the construction industry. With operations based out of two locations in Surrey and Chilliwack, Northcoast is well-positioned to efficiently serve their customers across the region, combining decades of industry experience with a strong local presence.

Reporting to the Controller, the Credit Manager is a key member of the Finance team, responsible for managing the credit application process and overseeing the full Accounts Receivable cycle. This role plays a critical part in improving cash flow and reducing overdue accounts through the development and enforcement of effective credit policies.

The ideal candidate thrives in a fast-paced, high-volume environment, brings strong analytical and communication skills, and works collaboratively with Sales and Operations to manage credit risk while supporting customer relationships and overall business objectives.

Responsibilities:

- Review and process credit applications (assessing risk levels, equity, leverage, etc)
- Manage and monitor Accounts Receivable
- Supervise internal credit department and run monthly customer statements
- Prepare month end reconciliations and reports on the aged accounts receivable listing and provide documentation on collection history, as necessary.
- Liaise with sales team and potential clients to obtain all credit application information
- Notify sales reps of problems with unpaid invoices and request their assistance in resolving payment
- Perform collection calls
- Prepare and deposit and record daily collections
- Develop and implement credit policies to improve credit application process
- Advise clients of necessary actions and strategies for debt repayment
- Build and maintain professional work relationship external credit checks
- Process and post customer payments
- Attend industry Equifax meetings on behalf of the company
- Attend court proceedings and work with lawyers when required

Skills & Qualifications:

- Post-secondary education with a minimum of 5 years in Credit or Accounts Receivable experience
- CCP designation is considered as an asset
- Proficient in the use of Microsoft products, specifically Excel
- Proven knowledge and work experience in similar industry is an asset
- Ability to work in a fast-paced and high-pressure environment
- Strong analytical, interpersonal, and communication skills
- Ability to recognize and communicate opportunities for efficiencies and implement new processes



- Outstanding in-person and over-the-phone communication etiquette
- Proven ability to develop strong relationships based on trust and integrity

This is an excellent opportunity for experienced credit professionals who are passionate about maintaining strong customer relationships while managing financial risk. Candidates who enjoy working in a collaborative, team-oriented environment and have a proactive, solution-focused approach to problem-solving will thrive in this role. If you have a solid understanding of credit principles, are confident handling collections and credit assessments, and are looking to contribute to a well-established company with strong roots in the construction supply industry, we encourage you to apply!

If you are interested in learning more about this opportunity, please forward your resume to daniela.sanpedro@mnp.ca. We thank all candidates for their interest however only those selected for an interview will be contacted.

Please submit your application through MNP's official process and avoid making speculative approaches to Northcoast or its staff members, as such approaches will not support your application.