



Collections Clerk/Administrative Assistant
Full Time Salary Position
Wage Range: Level 2 \$31,000-\$39,000/yr
Work Location: Remote or Hybrid within Newfoundland and Labrador
Job Competition #: ARC- 2021-05-FT

The YMCA has been part of life in Newfoundland and Labrador since 1854. Our charity's core programs of Health, Fitness, and Aquatics; Child Care and Day Camp; and Employment, Enterprise, and Newcomer Services are offered at more than 20 locations in our communities with an additional 170 points of delivery throughout the province. Our focus on inclusiveness and accessibility means we serve people of all ages, backgrounds, and abilities through all stages of life.

Join Our Team

We are seeking a Collections Clerk/Administrative Assistant to investigate and resolve collections issued related to member accounts, perform collection calls when needed, in compliance with the Collections Policy; generate, analyze and monitor reports, execute functions for member account accuracy, and provide general administrative support.

Job Requirements

- Diploma in Business or Office Administration or equivalent
- Experience with collections
- Experience with customer service
- Acceptable Certificate of Conduct with Vulnerable Sector Check

Key Competencies

- Effective computer skills including Microsoft Office Suite, ActiveNet experience an asset
- Ability to work in a fast-paced environment, be able to meet tight deadlines, and prioritize tasks
- Self-motivated team and able to work independently
- Strong organizational, proactive communication and problem-solving skills
- Meticulous attention to detail
- Responsible, punctual, dedicated, and embraces change or a challenge

Benefits of Working with the YMCA

- Competitive compensation; access to health and dental benefits
- Free uniforms. No more deciding what to wear to work
- Work in an inclusive environment where caring, honesty, diversity, respect, and responsibility are lived values
- Enhance your health with a free YMCA membership and discounts to YMCA programs
- Keep your career dynamic through our professional development program

Please email cover letter and resume detailing qualifications to: jobs@nl.ymca.ca

In the subject line reference: **ARC- 2021-05-FT**

The YMCA of Newfoundland and Labrador is an equal opportunity employer and values diversity. We are committed to an environment that is barrier-free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation. We thank all applicants for their interest; however only those selected for an interview will be contacted