

**Credit Assistant**  
**Upland, CA**

Holliday Rock is seeking an experienced Credit professional to join our team. Holliday Rock has been in the constructions material business for over eighty years and is one of the largest independent producers of aggregate, concrete and asphalt in the United States.

**Essential Responsibilities and Duties:**

- Review credit applications, personal guarantees, and contractor's licenses for management approval
- Work with sales department to resolve disputes on invoices
- Recording and entering customer data into electronic databases
- Answer credit line and take customer inquiries
- Maintain 200+ collecting accounts
- Daily communication with customers, sales, and management
- Additional duties as assigned by supervisor

**Qualifications and Desired Skills:**

- 3+ years of credit collection experience, preferably in the construction industry
- Knowledge of lien laws and processing lien releases, mechanics liens, and stop notices
- Strong analytical, organizational, and oral and written communication skills
- Proactive and punctual; Ability to multi-task
- Proficiency in Microsoft office (Word, Excel, Outlook)
- High school diploma; further education is a plus
- Notary Public preferred

**Benefits:**

- PPO/HMO Health Insurance, Medical, Dental, Vision, Life
- 401k Retirement Plan
- Paid Holidays / Paid Vacations
- Direct Deposit / Paid weekly
- Summer Fishing Trip
- Holiday Party

**Work Schedule:** M-F, 8am-5pm

To apply, visit <http://www.hollidayrock.com/careers/apply>