



PRO WASH



Credit Controller

- **Located in Tullamarine**
- **Immediate Start Available**
- **Progressive Company**

The Company

At DuBois Chemicals Australia Pty Ltd (Prowash Australia) we provide superior customer service and supply quality car wash equipment, servicing, parts and products to existing and future car wash operators throughout Australia.

We are a leading supplier to the carwash industry, offering a comprehensive range of products, technical support, industry training, equipment solutions and innovation that empowers our customers to be successful carwash operators.

The Role

Reporting to the Business Manager, this role is a fundamental part of the Business Services Team and is a fantastic opportunity for a high-energy, Credit Controller professional. Duties include:

- Processing of New Account applications
- Accurate processing of direct deposits, credit card payments and cheques received
- Processing of Credit notes as required
- Follow up outstanding payments and manage Stop credit process
- Generate Debtors Statements and manage Debtor queries
- Provide Credit references as required
- CRM database communications logged in an accurate and timely manner
- Review and finalise distributor commissions
- Invoicing of Service Reports
- Timely processing of various data entry tasks
- Liaise with various departments, customers and suppliers on setup of credit card terminal devices
- Preparation of accurate reports for decision making
- Reception back-up relief

About You

To be successful in this role, you will need to demonstrate the following:

- Previous experience in a Credit Controller role
- An eye for detail and accuracy
- Exceptional organisational skills
- Superior customer service skills and telephone manner
- Reliable and punctual

Applications for this role close at 5:00 PM on Friday, March 22, 2019

Please send a cover letter and resume recruitment@prowash.com.au

For more information about Prowash please visit www.prowash.com.au