



APPENDIX A Source Interlink Career Opportunity Form

POSTING DATE: 12/9/09
POSITION: Credit Specialist
DEPARTMENT: Accounting
LOCATION: Lisle, IL
REPORTS TO: A/R Manager

FUNCTIONS:

- Receive and track incoming credit application and various internal requests for credit.
- Review applications and credit requests for completeness.
- Process credit applications including: direct references, credit reporting services and financial documents.
- Review additional information needed and work with vendors to complete application process and any other duties that are assigned.

REQUIRED QUALIFICATIONS:

- High school diploma and credit processing experience required.
- Must be proficient with Excel and other Microsoft office products.
- The ability to sit for prolonged period and view computer screen
- Must be able to read and comprehend instructions, correspondence and memos.
- Effectively communicate in written and verbal format at various levels of understanding.
- Working knowledge of credit reporting agencies and related issues as well as excellent data entry skills, strong mathematical skills and accounting software.

HOW TO APPLY FOR THIS POSITION:

Email resume, letter of interest and any other relevant information you would like to submit to:

EMAIL ADDRESS: resumes@sourceinterlink.com