

# Job Title: Manager Assistant Credit

## Company Overview

Founded in 1906, over the last 110+ years' CEMEX has grown into a global building materials company that provides high quality products and reliable service to customers and communities throughout the Americas, Europe, Africa, the Middle East, and Asia. Here at CEMEX we offer our employees competitive wages, career growth, excellent benefits including health, dental & vision plans, vacation or paid time off, employee assistance program and retirement plan options, along with over a century of stability to build your next career on! To learn more about our company culture and why you should join us, visit us at [www.cemexusa.com/careers](http://www.cemexusa.com/careers). For direct access to CEMEX Career Opportunities, visit us at <https://jobs.cemex.com/>.

## Job Summary

Under the direction of the Regional Credit Manager, the Assistant Credit Manager is responsible for credit extension and collection of accounts receivable in accordance with company policy and applicable laws.

## Job Responsibilities

- Responsible for ensuring the collections reps are following the Cemex credit policy and reviewing and approving credit worthiness through the review of trade reports, references and financial analysis and will recommend and maintain credit lines.
- Contact key customers for accounts receivable balances and/or assisting the collections reps with more complicated situations. Work with Director and/or Manager to resolve any PACS audit findings.
- Ability to motivate and educate others on credit management within and outside the department.
- Ensure all liens and releases are done in a timely manner for Cemex will be protected
- Maintain a clean aging for key accounts and ensuring collections reps are doing the same by resolving customer disputes & back charges in a timely manner
- Actively participate in Sales meetings to reinforce Credit and Collection processes and behaviors with our customers
- Assist and supervise clerical personnel
- Handle weekly payroll through Kronos
- Approve vacation request
- Always Adhere to all CEMEX and O.S.H.A. rules and regulations and wear proper safety equipment while on plant grounds.

## Qualifications

- 4-year degree and 5+ years of credit experience.
- Computer skills: Word, Power Point, Excel.
- Bi-lingual (a plus)

## Knowledge, Skills, and Abilities

- Must be computer literate with Word, Excel, PowerPoint and able to learn Kronos timekeeping system.
- Strong written and verbal communication skills with the ability to manage by influence without authority.
- Strong independent problem solving and analytical skills
- Excellent people management skills: ability to develop effective internal and external relations
- Disciplined and process-oriented

## Working Conditions

- Sedetary Work

## Physical Requirements

- Requires walking, sitting, lifting, pushing, pulling, and climbing to a significant degree
- Exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently
- Job involves sitting most of the time, but also involves walking or standing for brief periods of time
- While performing the duties of this job, the employee is regularly required to talk and hear, in order to communicate to employees/visitors as well as function safely around heavy rolling equipment

- Must be able to perform all job functions which include, but may not be limited to, pushing, turning, and/or pulling of controls

### **Legal Notices**

CEMEX is an EEO/AA (equal opportunity/affirmative action) institution and does not discriminate on the basis of race, color, religion, religious creed, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital or familial status, military or veteran status, or any other characteristic protected by under federal, state or local law in the programs or activities which it operates.

CEMEX will consider for employment qualified applicants with criminal histories in a manner consistent with all local, state and federal laws.

CEMEX is an E-Verify participating employer.

Arizona Smoke-Free Act. CEMEX complies with the State of Arizona's Smoke-Free Act (Arizona Revised Statutes § 36-601.01). Smoking and/or the use of tobacco or related products is prohibited in and on CEMEX property as well as any building and/or vehicle owned or leased by CEMEX.

CEMEX offers both competitive pay and benefits. Benefits applicable to this position may include, but are not limited to, medical, dental, vision, 401(k), Paid Time Off, and Holiday Pay, as well as a comprehensive wellness program to help keep employees and their families healthy and well. You can learn more about CEMEX Benefits by visiting the CEMEX USA Benefits and Well-Being page. (<https://www.cemexusa.com/careers/life-at-cemex/benefits-well-being>).

### **EEO Statement - En Español**

Cemex es una institución EEO/AA (igualdad de oportunidad/acción afirmativa) y no discrimina en base al sexo, edad, raza, color, religión, discapacidad física o mental, credo, origen nacional, estatus veterano, orientación sexual, información genética, identidad de género, o expresión de género en los programas o actividades los cuales opera.

The expected base compensation for this position ranges from \$81,200 to \$101,100 depending on, but not limited to, market location, job-related knowledge, skill sets, experience, and education.

#### **Glen Hansen**

**Global Enterprise Services - GES**

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