



DMG Corporation is a regional, independent sales agency for premier HVAC equipment representing engineered products designed and customized to meet our customer's specific needs. Distinguished company with excellent benefit package, including paid time off, paid holidays, 401(k) with an employer match and top tier medical, dental & vision coverage options available. We are growing and looking for talented, dedicated people to join our Team.

DMG Corporation is looking for a strong Collections Specialist. This position will be based at our company headquarters in Orange, California.

We are seeking an experienced candidate who has worked in a construction, manufacturing, or distribution company. The successful candidate will have excellent communication and customer service skills. We use NetSuite and prefer a candidate who has at least one year of NetSuite experience. Experience with similar ERP system will be considered (not QuickBooks).

Collections Specialist responsibilities and duties:

- Contact customers to address delinquent accounts.
- Work with customers to bring accounts current.
- Daily cash posting.
- Ability to communicate effectively internally and externally.
- Other duties as assigned.

Collections Specialist qualifications and skills:

- 2+ years of experience in business-to-business credit and collections.
- 2+ years of experience in construction.
- Excellent attention to detail with strong organizational skills.
- Strong problem-solving skills in a fast-paced environment with multiple deadlines.
- Functions well in a team-oriented environment with effective communication skills (verbal/email).
- Proficient in Excel.
- Familiarity with NetSuite is a plus. ERP experience is required (not QuickBooks).

DMG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

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