



Foundation Building Materials (FBM), is currently seeking a detail oriented, customer service driven **Credit Administrative Assistant** to support our team in the Phoenix, AZ area.

Credit Administrative Assistants are masterful problem-solvers and are capable of multi-tasking while successfully maintaining the highest level of customer satisfaction to both external and internal customers. At **FBM** we believe in doing business with integrity and being the Company of Choice for both our customers and our team.

Come build your career with an exciting and growing organization within the building products industry!

Essential Functions/Qualifications/Education:

- Provide assistance to the Credit Managers
- Answers telephones and directs the caller to the appropriate associate.
- Process standard daily reports
- Provide material releases and other documentation for customers as needed.
- File and coordinate applicable preliminary notices and related documentation as needed.
- Possess strong attention to detail and able to detect discrepancies in data and written documents
- Process credit applications by checking references and credit reports
- Excellent interpersonal, oral and written communication skills.
- Teamwork oriented attitude.
- Detail oriented and ability to multi-task.
- Excellent organizational skills and attention to detail.
- Must be efficient, organized, and resourceful

- Must be proactive and have the ability to work independently.
- Proficient knowledge of basic software applications such as Microsoft Excel and Word.
- Support our company values in the stated areas of Safety, Customer Focus, Teamwork, Integrity and being a Company of Choice for both employees and customers.
- Other duties may be assigned

FBM Benefits:

- A principled approach to work, including honesty and integrity
- A friendly and supportive work environment with work/life balance as a priority
- Competitive pay
- Excellent benefits including: Medical, Dental and Vision plans, 401(k)

About Foundation Building Materials

Foundation Building Materials (FBM) is a leading North American distributor of building materials focused on meeting and exceeding the needs of local construction trades with best-in-class products and services. Based in California, FBM has more than 4,500 employees in more than 250 locations the U.S. and Canada. FBM's core values – safety first, a focus on customers and team members, honesty and integrity – form the foundation for an outstanding customer experience that is recognized across the industry.

FBM promotes an equal employment opportunity workplace with respect to all categories protected under applicable State and Federal law.



Tammy Inserra | tammy.inserra@fbmsales.com Foundation Building Materials | Credit Manager

4225 W Glenrosa Ave, Phoenix AZ 85019

For Tucson (93), ProWall (95), Phoenix Glenrosa (134), Flagstaff (135) and New Mexico (285, 286 & 292)

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