



Performance Foodservice, PFG's broadline distributor, maintains a unique relationship with a variety of local customers, including independent restaurants and hotels, healthcare facilities, schools, and quick-service eateries. A team of sales reps, chefs, consultants and other experts builds close relationships with each customer, providing advice on improving operations, menu development, product selection and operational strategies. The Performance Foodservice team delivers delicious food, but also goes above and beyond to help independent restaurant owners achieve their dreams.

Apply online at: www.pfgc.com/careers

The Credit Coordinator position will perform the following duties:

- Provides credit administrative support to assist our sales department
- Responsibility for a defined receivable portfolio
- Order hold and order release responsibilities
- Defined collection responsibilities
- Provides copies of past due invoices as requested by sales representatives or customers
- Assists customers and sales representatives with payments, credits, invoices, balances due and adjustments.
- Handles driver calls regarding credit issues.
- Maintains Accounts Receivable reports and files.
- Processes weekly statements.
- Sets up customer accounts.
- Processes credit reports.
- Obtains trade references
- Handles credit related correspondence.
- Prepares collection account files for transfer to attorney for legal action.
- Maintains credit files to assure proper and complete documentation.
- Performs various duties as assigned by Credit Manager.

Required Qualifications

High School Diploma or equivalent experience.

6 - 12 months commercial credit and/or collections experience.

Preferred Qualifications

Bachelor degree in Business Management, Accounting or related area.

High School Diploma or equivalent.

1 -2 years commercial credit and/or collections experience within the foodservice industry.

AS400 experience

EOE/Vets/Disabled

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