



GF HEALTH PRODUCTS, INC.

ACCOUNTS RECEIVABLE REPRESENTATIVE

Atlanta, Georgia (Northeast, close to the 285 and I-85 interchange)

Position Summary

Be part of the business-to-business team that helps place our medical equipment/furniture in hospitals, nursing homes, ambulatory surgery centers, and homecare dealers. Investigate the credit status of both potential customers and those with outstanding accounts through telephone and/or written inquiries. Reconcile customer accounts while maintaining positive customer relations and following approved credit policies and procedures. To learn more about GF Health Products, Inc., visit our website at www.grahamfield.com

The Rewards:

- Fantastic, casual working environment
 - Combination on-site and remote work experience
 - On premises gym
 - Friendly
- Comprehensive benefit package
 - 401(k) with company match
 - Competitive health, dental and vision insurance plans
 - Paid Vacation, Holidays and Personal Days
 - Paid Life Insurance, Employee Assistance Program and Short-Term Disability

General Accountabilities in this Role

- Communicate with customers via phone and email regarding past due accounts and resolve issues within company guidelines.
- Effectively interface with customer base, including corporate accounts, VA accounts, wholesale accounts, international accounts and Dealer/Distributor accounts.
- Reconcile accounts that have been satisfied.
- Releases credit hold on customer accounts after evaluating account and negotiating acceptable payment plans.
- Process credit applications.

Summary Job Requirements

- High School diploma or GED.
- Excellent interpersonal/communication/problem solving skills (both verbal and written).
- Computer proficiency in Microsoft Office Word and Excel.
- Strong independent work ethic and ability to multi task.
- Related experience is helpful, but not mandatory.

To apply for this position please send a cover letter and resume to hr@grahamfield.com

All qualified applicants will receive consideration for employment without regard to race, color, gender identity or expression, age, religion, height, weight, AIDS/HIV status, intellectual disability, mental disability, physical disability, including but not limited to blindness, unless it is shown that such disability prevents performance of the work involved, medical condition, handicap, national origin, ancestry, sexual orientation, marital status, domestic partnership status, parental status, military status, veteran or military discharge status, political beliefs, organizational affiliations, source of income or housing status or any other status protected by applicable law. GF Health Products, Inc. is a drug free workplace.