



EMPLOYMENT OPPORTUNITY – CREDIT COORDINATOR

THE COMPANY

Harvey's Oil Ltd. has been an industry leader in providing reliable home heating services for generations. Currently employing more than 50 people, their current service offerings include home heating, industrial lubricant and diesel delivery services to roughly 7,000 customers in the Greater St. John's area and island wide. In response to changing customer dynamics, the company recently expanded into offering heat pumps, mini-splits and propane delivery. The company is continuing to grow and maintains a strong focus on innovation and the adoption of new technology and is committed offer quality local customer service. Harvey's Oil Ltd is a joint venture partnership between A. Harvey & Co Ltd. and Petro Canada.

We are now entering the Propane product equipment and delivery category.

EMPLOYEE OFFERINGS

When becoming an employee with Harvey's Oil Ltd. some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks
- Free Employee Parking

THE ROLE

Harvey's Oil Ltd. has an opening for the position of a full-time, permanent Credit Coordinator located in our office at 87 Water Street, St. John's. Specific responsibilities of this role include but are not limited to the following:

- Review new account applications, perform necessary credit reports, establish credit limits, approval of financing for New Tanks and New Equipment in conjunction with company policy.
- Process credit card payments as required. Process scheduled pre authorized payments
- Checking and handling any delinquent accounts on hold for credit, will calls, automatic deliveries and any service work.
- Making collection calls and following up on promised payment arrangement for all Domestic Accounts.
- Complete all bankruptcy papers – filing proof of claim, reconciliations and completing package to trustee as required
- Processing and placing all accounts that need to go to an outside agency that are deemed uncollectible in house.



- Backup for Sales as required.
- Handling all returned mail.
- Following up on all credit card declines, new expiry dates, NSF cheques and any returned mail as required.
- Meeting with customers regarding their accounts.
- Providing superior customer service and maintain customer relations in person, by phone or by email in a timely and accurate manner
- Be familiar with preparation of year end procedures regarding allowance, bad debt.
- Back up for on call
- Be familiar with Commercial applications and performing necessary credit reports when required. Also know how to submit credit reporting information on line as required.
- Submit invoices online for Commercial Accounts where required, complete EFT forms, complete reports for special customers on a weekly, bi weekly or monthly basis.
- Various related duties as required.

THE CANDIDATE

The ideal candidate will have the following:

- Requires a high school diploma
- Post-secondary education in accounting/credit background, supplemented by practical business experience or some combination of both. Collection experience would be as asset.
- Effective written and oral communication skills
- Proficiency in computer applications.
- Exceptional customer service skills.
- Ability to work in a fast paced, multitask environment.
- Ability to work on a flexible schedule based on business requirements.
- Ability to effectively manage time and meet deadlines.
- Ability to work with minimum supervision.
- Ability to work effectively under stressful situations.
- Good interpersonal skills.
- Ability to work as a member of the Harvey's Oil Accounting team.
- Ability to provide professional and courteous service in any scenario.
- Ability to understand and work with diverse groups of people and clients.

Individuals interested in applying for this position should send a resume by Monday October 13th, 2025 to:

**Harvey's Oil Ltd.
87 Water Street
St. John's, NL A1C 5X3
Fax: (709) 726-8044
Email: humanresources@aharvey.nf.ca**

Harvey's Oil Ltd. is an equal opportunity employer; however only those selected for an interview will be contacted.