

## EMPLOYMENT OPPORTUNITY – CREDIT COORDINATOR

### THE COMPANY

Harvey's Oil Ltd. is Newfoundland and Labrador's trusted choice for energy solutions, known for our dedicated people, prompt and safe service, and a culture rooted in inclusion, respect, and a job well done. With a team of over 50 and more than 16,000 customers across the island, we provide heating oil, diesel, lubricants, heat pumps, mini-splits, and propane, all while investing in innovation and sustainable growth that supports our customers, employees, and communities. We pride ourselves on offering specialized training, living our core values of safety, knowledge, friendliness, reliability, empathy, and respect and delivering the warm service our province has trusted for generations. As a joint venture between A. Harvey & Co. Ltd. and Suncor Energy Inc., we continue to grow responsibly, stay true to our local roots, and remain focused on delivering energy solutions that meet the needs of a changing world.

### EMPLOYEE OFFERINGS

When becoming an employee with A. Harvey Group of Companies 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

### 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.
- Be familiar with Commercial applications and performing necessary credit reports when required. Also know how to submit credit reporting information online 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 an 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 January 26<sup>th</sup>, 2026 to:

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

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

**Industrial Sales**  
t. (709) 576-0140  
f. (709) 726-3937

**Pier 18**  
t. (709) 726-4301  
f. (709) 726-4358

**Main Office**  
t. (709) 726-1680  
f. (709) 726-2292

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**[HarveysOil.com](http://HarveysOil.com)**