



FIRST PEOPLES economic growth fund

Loans Administrator/Executive Assistant

First Peoples Economic Growth Fund Inc. (FPEGF) is a diverse not-for-profit financial organization with the mandate to support the development and growth of Manitoba's First Nation business community by providing commercial loans to viable new and existing First Nation owned businesses.

The successful candidate must be reliable, highly organized and a team-oriented individual who is a quick learner with exemplary communication skills. The ability to work in a fast-paced environment with strong computer, accounting & proofreading skills is essential.

Responsibilities & Requirements:

- Ability to manage multiple projects with great accuracy and meet tight deadlines
- Strong proofreading skills and attention to detail
- Strong workload prioritization and problem solving skills
- Preparation of legal documents for loans and grant files
- Reconcile and maintain client documentation, legal documents, Amortization schedules and related Loan information
- Work directly with CEO to prepare statistical data for CEO, Board of Directors and Stakeholders
- Take minutes at meetings and prepare materials for CEO, Staff and Board of Directors as required
- Assist with the preparation of company events and CEO travel
- Strong understanding of the different business structures and implications of Incorporation.
- Familiar with commercial loans and loans management software

Qualifications:

- Relevant training and 3 years of related experience as a Loans Administrator, and/or Executive Assistant
- Must be computer savvy and proficient in Microsoft Office Applications (Word & Excel is a must), and automated office efficiencies
- Ability to learn specialized software programs is essential such as loans management software
- Excellent written and verbal communication skills
- Knowledge of and experience in accounting/bookkeeping principles is an asset
- Ability to speak a First Nation language is an asset
- At least High School Diploma, Combined with Practical Administrative training and experience
- Knowledge of Manitoba First Nations and Commercial Law Application a definite asset

Salary depends on skills and experience. Excellent benefits coverage. Only candidates selected for interviews will be contacted.

Closing Date: Thursday, October 24, 2019, at noon

Forward résumé, complete with cover letter, salary expectations and 3 work-related references to:

Robyn Wozney, Finance Manager

First Peoples Economic Growth Fund 102 – 1075 Portage Ave., Winnipeg, MB R3G 0R8

Email: info@firstpeoplesfund.ca Fax: (204) 942-6441