



ADMINISTRATOR/LOAN CLERK

THE ORGANISATION

The Métis Financial Corporation of BC (MFCBC) is an economic development agency created to support Métis entrepreneurs and businesses in British Columbia. As an Aboriginal financial institution, MFCBC provides developmental financing to Métis entrepreneurs.

THE POSITION

MFCBC is seeking an enthusiastic and qualified team player as the Administrator/Loan Clerk. Reporting to the CEO, the following are some of the responsibilities of this position:

- Perform reception and administrative duties, acting as the first point of contact
- Prepare and redirect communications as required
- Review all loan files for completeness
- Enter client and loan data into loan system software
- Register, track and update securities and insurance
- Organize Board meetings including logistics, Board member travel, and accommodations
- Drafting meeting minutes
- Process employee and Board member expenses and other forms
- Assist the Chief Executive Officer with day-to-day activities

QUALIFICATIONS & EXPERIENCE

- High school diploma or general education degree (GED)
- Experience working in a financial institution would be an asset
- Excellent presentation and communication skills to establish and maintain a credible presence with internal and external stakeholders.
- Demonstrated experience providing administrative services
- Experience with scheduling, maintaining electronic calendars and arranging meetings
- Experience with administrative processes including filing and bring forward systems
- Numerical/financial skills to process purchase orders, invoices and expense claims
- Ability to work as part of a team and independently with minimal supervision
- Dependability, strong work ethics
- Willingness to learn and ability to take direction

Salary will be commensurate with experience and qualifications and includes a benefits package.

TO APPLY

Please forward a detailed resume or CV in confidence, along with a cover letter, no later than close of business November 15, 2019 by e-mail to: admin@mnbccpcorp.ca

In meeting the objectives and vision of the organization, preference may be given to individuals of Métis ancestry. We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.