



ADMINISTRATOR/LOAN CLERK

THE ORGANISATION

The Métis Voyageur Development Fund (MVDF) is an economic development agency created to support Métis entrepreneurs and businesses in Ontario. As an Aboriginal financial institution, MVDF provides developmental financing and non-repayable contributions to Métis entrepreneurs.

THE POSITION

MVDF is seeking an enthusiastic and qualified team player as the Administrator/Loan Clerk. Reporting to the Director, of Loan Portfolio & Administration, the following are some of the responsibilities of this position:

- Perform reception and administrative duties, acting as first point of contact
- Prepare and redirect communications as required
- Review all loan files for completeness
- Enter client, loan and grant 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, Purchase Orders and other forms
- Assist the Chief Executive Officer with day-to-day activities

QUALIFICATIONS & EXPERIENCE

- Grade 12 graduate
- Fluently bilingual in French and English would be an asset
- Experience working in a financial institution would be an asset
- Excellent presentation and communication skills to establish and maintain credible presence with internal and external stakeholders. Ability to prepare routine correspondence
- Demonstrated experience providing administrative services to support a team of professionals
- 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 a comprehensive benefits package.

TO APPLY

Please forward a detailed resume or CV in confidence, along with a cover letter, no later than close of business March 31st, 2019 by e-mail to: caroline.bertrand@mvdf.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.