



## JOB POSTING

### **Position Title: Temporary Community Loan Officers – BCF program**

**Location:** Moose Factory, Moosonee, Fort Albany, Attawapiskat, Peawanuck FN and Missanabie Cree FN, Ontario

### **Summary of Position:**

Under the general supervision of the Executive Director, the Temporary Community Loan Officers shall be responsible for contacting clients and discussing their loan needs to determine suitability for the Covid loan assistance program to the staff of Wakenagun CFDC and as required the Wakenagun CFDC Board of Directors.

**Duration:** FT Temporary (subject to funding)

**Closing Date:** November 30, 2020 (4:00PM EST) (Extended)

### Duties and Responsibilities:

#### Temporary Community Loan Officers Job Summary (Immediate Hire)

We are seeking a motivated and experienced Loan Officers (6) to cultivate new business and maintain current loan clients, particularly with clients in the region challenged by the Covid-19 pandemic. We are looking for persons in the following communities; Moose Factory, Moosonee, Kashechewan, Fort Albany, Attawapiskat and Peawanuck FN. You will be responsible for contacting clients and discussing their loan needs to determine suitability for the Covid loan assistance. Once you establish a need or match, you help the client through the application process, ensuring they provide all the necessary information and submit it on time. You will follow your client through the entire process, keeping them updated on the status of their application, and following through until the process is complete.

#### Loan Officer Duties and Responsibilities

- Develop relationships with new and current clients
- Contact customers to discuss loan needs
- Discuss and evaluate credit and financial histories
- Determine the clients meet loan criteria.
- Process and submit loan applications and documentation
- Advise clients on loan status
- Maintain and update client account records
- Coordinate with team to meet scheduled closing dates

#### Loan Officer Requirements and Qualifications

- Post-secondary qualification in business, finance, economics, or related field preferred
- Previous experience in finance and business will be an asset.
- Knowledge of local communities' economic development landscape necessary; however, provincial, and federal programs knowledge is not required; training will be provided
- Proficient with Microsoft Office Suite and other office software.

The ability to speak Cree and previous employment experience within the Mushkegowuk communities will be considered assets. Send resume and cover letter to [info@wakenagun.ca](mailto:info@wakenagun.ca)