



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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Administrative Support Officer-1900020783

Job ID	11-23-47-F6-4E-7F	
Web Address	https://careers.indigenous.link/viewjob?jobname=11-23-47-F6-4E-7F	
Company	BMO Financial Group	
Location	Burnaby, British Columbia	
Date Posted	From: 2019-10-18	To: 2019-11-17
Job	Type: Part-time	Category: Finance
Job Salary	DOE	
Languages	See Job Description	

Description

THIS IS AN HOURLY, CASUAL ROLE

The Administrative Support is accountable for providing operational and administrative support for the Automotive Finance group on activities that generally span up to a 1-month timeframe. This role is accountable for handling all client service requests and dealer inquiries and for monitoring and ensuring all established administrative and operational processes and control standards are followed, contributing to the effective and efficient operation of the regional unit.

General Office Administration Accountabilities:

• Prepare, process, and file credit documentation and financial/non-financial transactions in support of the Automotive Finance sales/service teams within the Regional Unit to maintain an effective and efficient working environment.

• Update and maintain various BMO and RDF Direct specific business and client databases ensuring information is up-to-date, accurate and consistent.

• Provide miscellaneous support on request including but not exclusive of: filing, photocopying, printing and binding, typing documents, faxing internal documents, reception duties etc. ensuring the consistent and efficient operation of the Regional Unit.

• Provide centralized administrative support to Underwriters and Funding Coordinators including but not limited to payment of miscellaneous fees, preparation and dispatch and follow-up of welcome letters and MECH processing

• Prepare and dispatch outgoing mail, interfacing with selected couriers to ensure packages have been delivered within established timeframes.

• Maintain a central e-mail Global Address list to ensure all staff receives e-mail communications.

• Provide follow-up and maintenance of loan files at set-up and at pay out, ensuring all policies and procedures are adhered to.

• Perform back-up function and support to collection group to ensure that processes are streamlined on an ongoing basis.

• Audit and tracking of funding contracts and suspense account entries.

Qualifications

Knowledge and Skills

• Organization Understanding (Working)

• Technology Understanding (Working)

• Risk Management (Basic)

• Process Coordination and Management (Working)

At BMO we have a shared purpose; we put the customer at the centre of everything we do – helping people is in our DNA. For 200 years we have thought about the future – the future of our customers, our communities and our people. We help our customers and our communities by working together, innovating and pushing boundaries to bring them our very best every day. Together we’re changing the way people think about a bank.

As a member of the BMO team you are valued, respected and heard, and you have more ways to grow and make an impact. We strive to help you make an impact from day one – for yourself and our customers. We’ll support you with the tools and resources you need to reach new milestones, as you help our customers reach theirs. From in-depth training and coaching, to manager support and network-building opportunities, we’ll help you gain valuable experience, and broaden your skillset.

To find out more visit us at <https://bmocareers.com>.

How to Apply

To submit your application for this job, please go to:

https://bmo.taleo.net/careersection/2/jobdetail.ftl?job=1900020783&lang=en_GB&src=JB10721

BMO is committed to an inclusive, equitable and accessible workplace. By learning from each other’s differences, we gain strength through our people and our perspectives. Accommodations are available on request for candidates taking part in all aspects of the selection process.