



# 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.Links 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Commercial Client Support Coordinator - Outaouais Region

**Job ID** 32-90-BF-EB-C4-B2

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=32-90-BF-EB-C4-B2>

**Company** BDC

**Location** Outaouais, Quebec

**Date Posted** From: 2023-03-20 To: 2023-09-16

**Job** Type: Full-time Category: Miscellaneous

**Languages** Bilingualism Required (French And English), Oral And Written

### Description

#### POSITION OVERVIEW

The incumbent is responsible for providing high-quality client service to the BDC Financing team in resolving core issues, preparing client proposals and all relevant related documents (e.g., letters of intent and contracts), obtaining the necessary signatures and following up with clients. She or he also performs various administrative tasks and provides support to the team.

#### CHALLENGES TO BE MET

Provide excellent client service to BDC clients in resolving basic client questions and inform senior levels of complex cases.

Respond promptly, accurately, and professionally to existing and potential clients by ensuring compliance with policies, procedures, and practices.

Prepare letters to clients and professionals according to the specific process (e.g., letter of intent, letter of offer and mandates to professionals), and/or prepare proposals/contracts for clients ensuring that the information is accurate and entered in our system, that all necessary documents are prepared, that the required conditions and forms are met, signatures are obtained, and follow-up is done.

Actively participate in portfolio development by identifying funding opportunities and developing innovative value-adding solutions to meet client needs

Conduct pre-qualification and risk rating assessment activities for existing and potential BDC Financing clients

Proactively participate in the branch's marketing efforts by organizing events, campaigns, and activities, preparing marketing communications, and providing on-site logistical support.

#### WHAT WE ARE LOOKING FOR

Bachelor degree in Business Administration, College diploma in accounting or an attestation of college studies;

The ability to analyze and interpret financial statements is considered an asset;

Experience as a payables and receivable clerk is considered an asset;

Client service orientation and demonstrated ability to demonstrate initiative in listening, identifying sales opportunities and resolving issues;

Strong organizational skills and ability to prioritize and deal with various situations at all times;  
Ability to work independently and meet tight deadlines;  
Teamwork, creativity, flexibility, collaborative spirit and desire to work as part of a team;  
Working knowledge of MS Office (Word, Excel, Outlook );  
Bilingualism required (French and English), oral and written.

**How to Apply**

Click "Apply Now"