



# 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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## Mortgage Specialist Assistant-1900015493

**Job ID** 37-CD-10-44-54-5E

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=37-CD-10-44-54-5E>

**Company** BMO Financial Group

**Location** Sherbrooke, Quebec

**Date Posted** From: 2019-07-24 To: 2019-08-23

**Job** Type: Part-time Category: Finance

**Languages** See Job Description

### Description

1 year contract

Part time basis: 20 hours/week

Sherbrooke / Magog area

The Mortgage Specialist (MS) Assistant role is accountable to support BMO's vision to be the bank that defines great customer experience and to further our strategy to having the most productive sales and distribution network in the country by providing top-performing MSs with customer oriented pre-sale service and administrative supports such as:

- Liaising with third party referral sources providing them with updated rate sheets and marketing materials, and responding to all queries in a timely fashion

- Booking customer appointments

- Providing administrative support such as keying applications into the credit system, maintaining databases of client and third party referral contact information, and updating credit files to assist with the verification of terms and conditions

- Organizing customer appreciation events

- Identifying cross sell opportunities

### Qualifications

- Passion for helping customers

- Strong Sales and service oriented with a demonstrated ability to proactively listen, identify sales opportunities and solve problems

- Strong communication skills (over the telephone and in person)

- Solid computer and multi-tasking skills

- Strong collaboration skills

### Education and Accreditation

- Completed high school education, or equivalent work experience

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 weâ€™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 â€” for yourself and our customers. Weâ€™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, weâ€™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.ftljob=1900015493&lang=en\\_GB&src=JB10721](https://bmo.taleo.net/careersection/2/jobdetail.ftljob=1900015493&lang=en_GB&src=JB10721)

BMO is committed to an inclusive, equitable and accessible workplace. By learning from each otherâ€™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.