



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.

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Job Board Posting



Careers.Indigenous.Link

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Bilingual Mortgage Information Specialist (12 Months Contract)

Job ID	42-7E-7C-C9-41-EF	
Web Address	https://careers.indigenous.link/viewjob?jobname=42-7E-7C-C9-41-EF	
Company	Sagen	
Location	Multiple Locations, Across Canada	
Date Posted	From: 2021-12-21	To: 2022-03-31
Job	Type: Fixed-term	Category: Finance
Languages	English, French	

Description

Job Summary

The Mortgage Information Specialist, reporting to the Manager, Customer Service, works in a high-volume contact centre answering general mortgage insurance questions and responding to specific information requests.

Responsibilities

- Provide the highest level of customer service in a fast-paced, high-volume contact centre environment.
- Respond to general mortgage insurance questions and specific mortgage insurance product information requests received via a toll-free phone number and email.
- Provide accurate premium calculations and quotes to our lender partners.
- Support the Eastern Underwriting Centre by following-up on outstanding appraisals as required.
- Administer and provide ongoing support to lender partners with respect to Sagen systems.
- Possess general knowledge of Sagen's business functions in order to effectively redirect inquiries.
- Possess basic knowledge of underwriting philosophy and practices.

Experience

- Experience working in a bank with working knowledge of mortgages and credit.
 - Demonstrated customer service skills including experience working in an inbound contact center environment.
 - Demonstrated organization skills and the ability to multi-task.
 - Possess basic computer skills to facilitate the exchange of emails, accessing the Internet, managing files, or creating basic reports or presentations.
- Prior experience using Microsoft products is an asset.
- Ability to work 8:00am to 6:00 pm EST Monday through Friday.
 - Knowledge of mortgage lending processes.
 - Knowledge of appraisal platforms is an asset.
 - Bilingual - Fluent in English and French (written and verbal)

Education Requirements

Completion of a Post-Secondary degree/diploma.

How to Apply

Click "Apply Now"