



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. 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 Canadian Indigenous Peoples 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

17 – 2595 Main Street

Winnipeg, MB R2V 4W3

Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Winnipeg

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2020/04/05

## Administration Clerk

<b>Job ID</b>	<b>50-F4-98-50-81-6C</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=50-F4-98-50-81-6C">https://careers.indigenous.link/viewjob?jobname=50-F4-98-50-81-6C</a>	
<b>Company</b>	Farm Credit Canada	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2019-12-23	To: 2020-03-31
<b>Job</b>	Type: Fixed-term	Category: Finance
<b>Languages</b>	English	

### Description

Closing Date (MM/DD/YYYY): 03/31/2020

Worker Type: Term (Fixed Term)

Language(s) Required: English

Term Duration (in months): 12

Loan documentation experience required:

Use our computerized document capture system to efficiently image, enhance and upload files. You'll also perform loan administration tasks such as reviewing personal property registrations.

What you'll do:

- Provide general administration at our Loan Administration Centre
- Update customer information
- Generate reports

What we're looking for:

- Organized and detailed multi-tasker
- Problem-solver who can adapt to change and make decisions
- Team player who can help field staff with inquiries

What you'll need:

- A diploma or certificate in administration and at least one year of related experience (or equivalent combination of education and experience)
- In-depth technical expertise
- Knowledge of loan documentation and requirements of various provincial registries

### How to Apply

To apply, click here:

[https://fccfac.wd3.myworkdayjobs.com/en-US/careers-carrieres/job/Edmonton-Alberta/Administratio n-Clerk\\_R-1001295](https://fccfac.wd3.myworkdayjobs.com/en-US/careers-carrieres/job/Edmonton-Alberta/Administratio n-Clerk_R-1001295)