



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

Date Printed: 2024/05/06

Senior Lending Support Administrator

Job ID 5D-BF-05-AB-E6-8C

Web Address

<https://careers.indigenous.link/viewjob?jobname=5D-BF-05-AB-E6-8C>

Company First Nations Bank of Canada

Location Saskatoon, Saskatchewan

Date Posted From: 2019-10-11 To: 2020-04-08

Job Type: Full-time Category: Finance

Languages English

Description

The Company:

First Nations Bank of Canada (www.fnbc.ca) is a federally chartered bank servicing Indigenous and non-Indigenous customers throughout Canada. We are focused on delivering superior customer service and offering a full range of personal and business banking products. First Nations Bank has a strong history of growth and profitability with a clear strategy of expansion in the Canadian marketplace and provides ongoing career opportunities for our employees.

Location:

We are looking for a highly motivated and organized individual to fill the role of Sr. Lending Support Administrator to be based in our Head Office in Saskatoon on a Monday through Friday work week.

The Challenge:

Reporting to the Manager Operations, you will be working closely with the operations support and commercial lending teams. You will be accountable for providing support for the day to day operational functions and administration relating to the processing and maintenance of the Bank's commercial lending portfolio, including but not limited to transactions, funding loans, preparation of securities, providing instructions to Solicitors and preparing reports. Your past experience will enable you to provide accurate and quality administrative support in an efficient and timely manner.

Qualifications:

- Previous experience in a Commercial Banking support/administration role
- Experience in preparation and registration of Commercial lending securities
- Strong analytical skills with ability to pay close attention to detail
- Proficiency in software applications (Excel, MS Word, Adobe) and electronic file management
- High level of organizational skills with ability to prioritize daily workload
- Ability to adjust to changing work priorities and meet deadlines
- Strong verbal and written communication skills
- Strong interpersonal skills with the ability to provide support in a team environment

Other

We thank all candidates for their interest, however; only those selected for an interview will be

contacted.

How to Apply

Submit your cover letter and resume to hr@fnbc.ca