



# 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

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## Client Relationship Officer / Agent/e, Relation Clients

<b>Job ID</b>	<b>6C-75-84-7D-0C-24</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=6C-75-84-7D-0C-24">https://careers.indigenous.link/viewjob?jobname=6C-75-84-7D-0C-24</a>	
<b>Company</b>	BDC	
<b>Location</b>	Quarry Park, Alberta	
<b>Date Posted</b>	From: 2021-06-07	To: 2021-12-04
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Languages</b>	English	

### Description

As a Client Relationship Officer, you deliver outstanding customer service to BDC clients by meeting their individual needs. You are particularly responsible for performing office activities efficiently, and you demonstrate team spirit and collaboration by providing administrative support to the members of your team. If you are passionate about a career in an organization that is one of the top 100 employers in Canada, this is the place for you!

#### CHALLENGES TO BE MET

In a typical week, you would:

- Exercise your analytical skills by actively participating in developing the portfolio in order to uncover financing opportunities and develop innovative value-added solutions that meet clients' needs;
- Contribute to marketing initiatives by organizing events, campaigns and activities. This includes preparing marketing communications and providing on-site logistical support;
- Prepare letters and proposals and/or contracts to clients and professionals, in accordance with the specific process. You would use your exceptional organizational skills to ensure the accuracy of information, prepare documents and forms and provide efficient follow-up;
- Maintain business relationships with various external organizations and help promote BDC's financing services with influencers and prospects;

#### WHAT WE ARE LOOKING FOR

If you can answer YES to the following questions, you could be the person we are looking for!

- Do you have a bachelor's degree in business administration or a related field
- Backed by your experience in customer service, are you someone who has a lot of initiative and knows how to listen and identify sales opportunities In addition, do you have experience in the banking industry
- Are you described as someone who is highly organized and able to prioritize effectively, so that you consistently meet deadlines
- Are you known for your capacity to adapt to different situations If you are keen to join a high-performance team and value ethics and client connection, apply today!

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En tant qu'Agent/e, relation clients, vous assurez l'excellence du service à la clientèle aux clients de BDC. Vous êtes notamment responsable de l'exécution efficace des activités de bureau. Pour ce faire, vous faites preuve d'un bel esprit d'équipe et de collaboration en apportant un soutien administratif aux membres de votre équipe. Si vous êtes emballé(e) de faire carrière au sein d'une organisation faisant partie du palmarès des 100 meilleurs employeurs au Canada, vous êtes au bon endroit !

Voici à quoi ressemble une semaine-type :

- Vous mettez à profit votre capacité d'analyse en participant activement au développement du portefeuille afin de accélérer les occasions de financement et élaborer des solutions novatrices à valeur ajoutée répondant aux besoins de la clientèle;
- Vous prenez part aux efforts de marketing en organisant des événements, des campagnes et des activités, ce qui inclut la préparation des communications de marketing et un soutien logistique sur place;
- Vous préparez les lettres et les propositions et/ou contrats aux clients et aux professionnels. Votre rigueur vous

permet d'assurer l'exactitude des informations ainsi que d'assurer des suivis efficaces;  
• Vous contribuez au maintien des relations professionnelles avec divers organismes externes et aidez à la promotion des services de financement de BDC auprès des agents d'influence et des clients potentiels;

#### CE QUE NOUS RECHERCHONS

Si vous pouvez répondre OUI aux questions suivantes, vous pourriez être la personne que nous recherchons :

- Vous détenez un Baccalauréat en administration des affaires ou dans un domaine connexe
- Grâce à votre expérience en relations avec la clientèle, vous faites preuve d'initiative et savez écouter et identifier les occasions de vente Plus encore, vous détenez aussi de l'expérience dans le domaine bancaire
- On vous décrit comme une personne très organisée, rigoureuse et ayant la capacité de bien établir ses priorités, ce qui vous permet de respecter des échéanciers
- Vous faites preuve d'une grande capacité d'adaptation face aux différentes situations Si vous êtes emballé(e) à l'idée de vous joindre à une équipe hautement performante, et que l'éthique et la connexion client sont des valeurs qui vous tiennent à cœur, posez votre candidature dès aujourd'hui !

#### **How to Apply**

Click Apply Now!