



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.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Administration Clerk

Job ID	E5-D1-31-F7-AC-E8		
Web Address	https://careers.indigenous.link/viewjob?jobname=E5-D1-31-F7-AC-E8		
Company	Farm Credit Canada		
Location	Edmonton, Alberta		
Date Posted	From: 2021-10-15	To: 2022-01-15	
Job	Type: Fixed-term	Category: Office	
Job Start Date	January 2022		
Job Salary	To Be Discussed		
Languages	English		

Description

Job Number: R-1002872

Location: Edmonton, AB

Closing Date : 01/15/2022

Worker Type: Term (Fixed Term)

Language(s) Required: English

Term Duration (in months): 12 months

Knowledge of loan documentation required

Accurately and efficiently scan, index, enhance and upload files. Youâ€™ll also perform loan administration tasks such as reviewing personal property registrations.

What youâ€™ll do:

- Operate our digital document capture system
- Renew personal property registrations and generate related correspondence
- Provide general office support at our Loan Administration Centre
- Update customer information
- Generate reports

What weâ€™re looking for:

- Organized and detailed multi-tasker with a keen eye for detail
- Confident communicator able to clearly articulate issues with scanning process
- Problem-solver who adapts to change and make decisions
- Team player who can help field staff with inquiries

What youâ€™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

Click Apply Now!