

**General Description**

Settlement Investment Corporation is an Indigenous Financial Institution, that provides financing to Métis Settlement Member businesses and agricultural enterprises.

The Loans Support Officer is responsible for the daily administration of their allocated Settlement Loan portfolios.

**Loans Support Officer Duties:**

- Evaluate Loan Applications to determine eligibility and make recommendations for approval.
- Loan file preparation and data input into Fern and SharePoint.
- Credit Check – Equifax.
- Personal Property Registries searches and registrations, security, and maintenance.
- Assist applicants in the development of a Business Plan.
- Provide administrative support to loans collection, disbursement, etc.
- Analyze and organize operating procedures.
- Strive to maintain a professional and friendly attitude and atmosphere when representing the Corporation in any capacity.
- Able to attend training as required.

**Qualifications:**

- Experience using Fern (FAASBANK) is an asset.
- Strong time management skills with effective attention to detail and a high degree of accuracy.
- Formal training at a recognized post-secondary institution in business management, accounting, finance, or a related discipline is an asset.
- Experience in the operation and administration of a financial institution or similar organization.
- Team player with experience in mentoring and developing junior staff.
- An understanding and experience of a fast-moving workplace environment.
- Strong writing and oral communication skills.
- Good understanding of processes, policies and procedures required for supporting a non-profit organization.



**Loans Officer**

**SALARY**

Based on experience and expectations.

**APPLICATION INSTRUCTIONS**

Please send Resume and Cover Letter to: [randya@settlementinvestcorp.com](mailto:randya@settlementinvestcorp.com)

**CLOSING DATE: EXTENDED until qualified applicant is hired.**

*Thank you to all candidates that apply. We thank everyone for their interest; however, only applicants under consideration will be contacted.*