



**JOB POSTING
LOAN OFFICER
FULL TIME PERMANENT POSITION
HOUSING
DEPARTMENT OF HOUSING**

Salary Level: CL08 ST2 \$39,979.40

SUMMARY OF RESPONSIBILITIES:

The Loans Officer works under the direct supervision of the Housing Services Manager, the incumbent is responsible to carry out the tasks and responsibilities related to the collection of housing loans including new construction, renovations, upgrading construction assistance, emergency loans, etc. The Loans Officer must develop a rapport and establish trust with the community members in order to successfully coordinate the collection process of outstanding loans and rental arrears.

QUALIFICATIONS:

- Associate's Degree in Business Administration or related field with two (2) years of administrative experience;
- Must possess a valid driver's license.

All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a Consent to Release Reference Check form (contact Human Resources) **no later than 5:00 p.m., Thursday, March 21, 2019;**

**Shayleen Thompson, HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2147
E-mail: shayleen.thompson@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- A criminal record check is mandatory before start of employment.
- As a requirement of employment, all applicants must have a Canadian Social Insurance number.
- An eligibility list will be created for one year.