



**JOB POSTING
LOANS OFFICER
FULL-TIME INDEFINITE HIRE
HOUSING
DEPARTMENT INFRASTRUCTURE, HOUSING, & ENVIRONMENT**

**SALARY LEVEL: CL08 ST 3 \$46,121.20
DEADLINE TO APPLY: APRIL 3, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the Program 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. To develop rapport and trust with the clients you deal with, and to coordinate the collection process of outstanding loans and rental arrears.

QUALIFICATIONS:

- Two year post secondary community college;
- One year administrative experience.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

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. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0