

Since 1997 Community Futures South Fraser has been helping entrepreneurs and small business owners turn their dreams into business reality. We are passionate about supporting businesses during their start-up phase, business growth, and succession planning for the future as well as just maintaining their business during this pandemic. We offer education, coaching, capital investment and training to entrepreneurs and small and medium enterprises. We partner with local business owners to engage in a dynamic and supportive way so that the entrepreneurs will have the ability to work on their business with a clear and positive mindset.

#### Loans Administrator/ Administrative Assistant

**Purpose:** Provide administrative and staff support to the contract Business Analyst and the general organizational operations. Working under the supervision of the General Manager, this position provides all necessary organizational support and is responsible for a variety of other tasks.

#### **Duties:**

##### **Loan Administration**

- Maintain loans payables and receivables lists as required
- Maintain loans documentation and filing ensuring all securities are up to date
- Connect with loan clients quarterly for updates and semi-annually for YTD financial statements
- Set up and maintain loan account TEA (proprietary software) files as required
- Maintain follow up/diary system for loan payments in payment file including advising clients before adjusted payments will be taken
- Verify all needed documentation is in place during all functions of the loan from loan application to closing the loan
- Prepare Amortization schedules upon request

##### **Front Line/ Administrative Services**

- Maintain the completion of all administrative functions of word processing, file management and facility/equipment usage
- Respond to walk-in and telephone inquiries, referring clients to appropriate sources, both internal and external to the organization
- Assist in general office filing and archiving systems
- Assist the reception area in a clean, friendly, professional manner
- Proof reading of reports
- Responding to staff requests for administrative support as needed
- Perform other duties and responsibilities as request

##### **Meeting Support**

- Assist in preparation of committee meeting packages
- Coordinate materials for committee meetings and presentation sessions and other activities of the organization
- Record and transcribe the minutes of the committee meetings



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- Attend meetings of the Loan Committee, meetings of the Board upon request of the General Manager, and staff meetings
  - Record the minutes of all Loan Committee meetings

#### Required Training and Experience

#### Required Skills

- Highly organized with strong written and oral communication skills
- Detail oriented, able to multi-task and work under pressure
- Proficient computer skills in a Windows environment (including Word, Excel, and PowerPoint)
- Aptitude for computer programs and fast learner

#### Experience

- Demonstrated ability to adequately perform Administrative duties
- 1-3 years of lending, banking or credit analyst experience preferred
- Strong verbal and written communication skills
- Advanced ability to analyze, research and interpret data desirable
- Previous experience as a small business owner an asset

#### Education

- Completion of Post-secondary Business or Accounting certificate/courses an asset

#### How to Apply:

Please email cover letter and resume to Nicole Read, General Manager at [Nicole.read@southfraser.com](mailto:Nicole.read@southfraser.com)  
Resumes and cover letters will be assessed as they are submitted. Interviews will be conducted on an ongoing basis. Only those selected for an interview will be contacted. We thank all of those that apply and show interest in Community Futures South Fraser

