CAREER OPPORTUNITY

Job Title: **Operations Support Administrator**
Location: **Enoch, Alberta**

In over 30 years of operations the Alberta Indian Investment Corporation (AIIC) remains committed to the Entrepreneurial Spirit of First Nations People residing in Alberta. AIIC's focus is to provide business loans and support services to First Nations businesses.

A.I.I.C is seeking a full-time **Operations Support Administrator** to provide corporate administrative functions for Alberta Indian Investment Corporation and all related corporate entities. The position is ideal for an individual seeking work-life balance, is self-motivated, and shares the entrepreneurial vision of the organization. The successful candidate will report to the CEO & Operations Manager and be responsible for providing senior level secretarial and clerical services for the Chief Executive Officer and Operations Manager and other departments as required.

Overview

The Operations Support Administrator (OSA) will have general knowledge of Treaty and Status Indian people, Alberta First Nations communities and be able to work efficiently with its members. Due to exposure with sensitive information, it is essential for use of tact, diplomacy, confidentiality, discretion, and judgment. The OSA will maintain senior management office files, calendar, contact list and arrange all relevant travel. The OSA will coordinate all aspects of corporate meetings including coordinating meetings with all board and committees' members, preparation and distribution of meeting materials, accurate and effective minutes taking and record keeping, manage corporate filing with legal counsel. The selected candidate will be available to assist in trade shows, conferences and project coordination as required. As much of the administration work for the position supports legal lending requirements, familiarity or understanding of loan administration is a priority. Familiarity with banking and loan administration is an asset.

Responsibilities / Expectation

- Excellent interpersonal skills: ability to work collaboratively with other stakeholders, including all levels of management, internal and external contacts; and ability to develop and maintain effective relationships.
- Expert knowledge of MS Office to produce high quality reports, presentations, or other documents. Demonstrated ability to learn and effectively use new software.
- Mature, self-starter with demonstrated independent thinking, ability to be innovative, and decision-making skills.
- Excellent written, verbal, and interpersonal communication skills and the ability to work under pressure and meet critical deadlines.
- Exceptional organizational skills and ability to multitask.
- Ability to always maintain strict confidentiality.
- Extensive experience managing a senior executive's calendar, using knowledge of organizational and departmental timelines and priorities to effectively manage demand for time.
- Ability to identify and prioritize items requiring immediate action, along with any pertinent information to facilitate decision making.
- Strong customer-service orientation; a flexible and willing 'can do' attitude.
- Ability to be diplomatic, tactful and use discretion in all situations with both internal and external parties, with a high degree of professionalism.

Loan Administration Management

- Provide accurate and timely input of all client and loan information, including any amendments.
- Ensure accuracy and completeness of the monitoring system (Securities Expiry Report) to follow up with customers on overdue / expiry of securities, collateral renewals, insurance coverage, financial statements, and monitoring/reporting requirements. Distribute information to the credit personnel as required as part of the post-lending care.

- Run month-end reports in a timely manner and forwarding copies to the Controller, Operations Manager and lending staff to ensure health of the loan portfolio and identify any risks.
- Completed on a timely basis, ensuring all files are kept in a neat order in accordance with office policy.
- Filing of all client information in appropriate order in both the credit and security files.
- Update file inventory lists for distribution on an annual basis.
- Loans administration, client correspondence (ei monthly loans statements, pay out statements etc), forms, labels, envelopes, etc. for staff as required.
- Support lending staff by enhancing the client experience through timely file maintenance, data recording and monitoring of at-risk loans.
- Support the lending department by maintaining and enhancing client and/or community relationships including but not limited to outreach events, client welcome packages, annual review support.
- Support the AIIC client and AIIC team administratively and technically through enhance IT support including but not limited to Equifax reporting, FERN maintenance and monitoring, registries searches, collateral security registrations, delinquency monitoring, disbursement tracking, client transaction monitoring and other IT software required to support clients and the lending portfolio.

Qualifications

- Post-Secondary Certification or Diploma in Office Administration / Management & minimum and 3-5 years related experience.
- Ability to work with minimum supervision.
- A valid driver's license and insurability
- Be Bondable
- Knowledge of First Nation objectives and business practices would be a definite asset but is not a requirement.
- Familiar with commercial lending and/or banking environment would be an asset.

About A.I.I.C.

Alberta Indian Investment Corporation (A.I.I.C) provides First Nation owned business loan financing and business development services throughout the province of Alberta. Located on the Enoch Cree Nation on the west end of Edmonton. Its innovative approaches to providing financing for on and off reserve business have assisted many individuals in their efforts to become successful entrepreneurs. More: www.aiicbusiness.org

Compensation and Benefits

Job Types: Full-time, Permanent

Salary Position

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Paid time off
- Pension

Schedule:

- Monday to Friday

How to Apply

Please send all resumes to:
Rocky Sinclair rockys@aiicbusiness.org
Closing Date: Until Successful Candidate Is Found
Only qualified individuals being considered will be contacted for an interview.