



Opportunity Profile

Commercial Credit Assistant

Peace Hills Trust, Corporate Office

August 3, 2022

Company

Peace Hills Trust is Canada's largest and oldest First Nations owned, federally regulated financial institution, and is also Canada's only independent Trust Company. Employing over 100 people, Peace Hills Trust provides personal and business financial services through a network of 9 Regional Offices and electronic services.

Peace Hills Trust is wholly owned by the Samson Cree Nation of Maskwacis, Alberta. Its Corporate Office is located in Edmonton, Alberta.

The Opportunity

A career with Peace Hills Trust is an opportunity to experience the rewards of belonging to a solutions-based financial institution. Our company model promotes direct engagement with the people we serve and encourages our team members to excel while actively growing a well-performing & diverse portfolio. At Peace Hills Trust we remain focused on being the preferred financial partner for Canadian Indigenous communities and at the same time we also target non-Indigenous opportunities to effectively grow our operations and manage credit risk.

The **Commercial Credit Assistant** position is located in **Edmonton, Alberta**. The role provides analytical & administrative support to the Corporate Credit Department, the Ontario Regional Office and all PHT Regional Office credit departments.

You will work directly with the Ontario Regional Manager in the management and oversight of Ontario loan and mortgage portfolio while communicating with clients, lawyers, accountants, etc. In addition, you may contribute valuable support to our Corporate Credit Team working from our Corporate Office in downtown Edmonton, AB.

The role will provide an opportunity to gain valuable insight into First Nation Lending, commercial real estate, and credit administration, including relationships and affirming our reputation as a company that provides excellent support for our clients. Your contributions to our team can lead to diversified growth and career opportunities within the Company.

Responsibilities include:

- Assist with the completion of all necessary documentation for First Nation and commercial real estate mortgage transactions
- Source & review property title searches, Equifax reports, Corporations documents and insurance policies, and identify any problems or discrepancies
- Assist Ontario Regional Manager in preparing commercial credit applications and annual reviews, as well as overall monitoring of credit files, ensuring compliance within the organization
- Provide and maintain daily administration of loan files including all areas of ongoing control
- Prepare correspondence and statements of account
- Liaise professionally with lawyers and clients
- Organize files and keep all electronic and physical filing up to date
- Calendar management for Corporate Credit and Ontario Regional Office

- Learn all aspects of the Corporate Credit Department, and provide back office support for Regional Office Credit
- Develop and maintain a thorough working knowledge of credit policy and procedures
- Various administrative day to day task as required

The Ideal Candidate

To be successful in this role you must possess:

- Excellent computer skills in Microsoft Office applications and ability to easily learn other programs
- Excellent interpersonal skills as well as written and verbal communication skills and high level of professionalism
- Ability to effectively communicate with internal and external stakeholders
- Excellent time-management, organizational, and document/file management skills, and attention to detail
- Willingness to continuously learn and grow

Qualifications and Requirements:

- Minimum 3 years lending or legal experience in commercial real estate
- Extensive knowledge of real estate security and documentation, including purchases, sales, leases and licenses
- Understanding of Anti-Money Laundering and Terrorist Financing rules and regulations
- Experience in client support / banking systems is considered a plus
- High School Diploma is required with post-secondary education of additional value

To be considered for this exciting opportunity, please forward your resume to or download your resume via link:

Human Resources

Phone: 780.421.1606

Email: human.resources@peacehills.com

We appreciate the interest of all applicants however only those selected for consideration will be contacted.

Closing Date: August 19, 2022