



Opportunity Profile

Corporate Credit Assistant

Peace Hills Trust, Corporate Office

April 18, 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 **Corporate Credit Assistant** position is located in **Edmonton, Alberta**. The role provides administrative support the Corporate Credit Personnel and all Regional Office Credit Departments. Daily tasks will include day to day support and ensure the efficient, accurate and timely processing of tasks.

You will process a variety of credit administration tasks including; timely receipt of monthly out of order report and return signed reports, timely receipt of monthly construction &/ sales reports, general RFS data extracts, utilize online such as Equifax, Equifax PPSA Connect, Personal Property Registries, Land Titles, Corporate Registries, Canada Black Book, weekly PAD reports, daily oversight to impaired loans, monthly reconciliation and entries, assistance in Credit Manuals and including support to Senior Management personnel, all in accordance with company policy and procedures.

The role will provide an opportunity to enhance your administrative support and communication skills; while gaining valuable insight to credit administration and financial customer service processes, including building relationships and affirming our reputation as a company that provides excellent customer support for our clients. Your contributions can lead in to potential growth and career opportunities within the company.

Responsibilities include:

- Provides a high level overall administrative and departmental support to all Credit Personnel for Regional Offices
- Provides and maintains daily administration of loan files including all areas of ongoing follow up
- Ability to effectively provide valued administrative support to Corporate Credit Personnel
- Provide accurate, valid and complete information by following company guidelines and regulatory compliance
- Respond to regional office inquiries; managing incoming calls and service inquiries in a timely manner
- Develop and maintain a thorough working knowledge of all corporate credit policy and updates

The Ideal Candidate

To be successful in this role you should be a strong communicator who is able to effectively communicate with internal and external stakeholders. Must of have strong organizational and strong attention to detail skills in order to provide ongoing follow up and maintenance of administrative files and duties..

Basic understanding of the credit process, including securitization and loan administration is preferred.

A basic knowledge of retail banking products; including personal and business related bank account services and basic knowledge of registered products is preferred.

Understand the basics of accounting and familiarity with transaction processing systems.

Be a strong team player, eager to learn new credit related skills and have a desire to excel in this role.

Qualifications and Requirements:

- Minimum one year loan administration experience with a financial institution or other credit related experience is required
- Minimum three years credit experience with a financial institution is preferred
- Minimum three years customer service experience is preferred
- Experienced in commercial real estate law is considered a preferred asset
- Must have knowledge in computer programs and be familiar with Word and Excel
- Strong phone and communication skills and active listening
- Experience in client support systems or banking systems experience is considered a plus
- Ability to multi-task, prioritizes, exercises judgment and manages time effectively
- High School Diploma is required

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: April 29, 2022