



## CALL FOR APPLICATIONS

<b>Title:</b>	<b>Account Manager</b>
<b>Regular Position:</b>	<b>Full Time , 35 hours per week</b>
<b>Salary:</b>	<b>Competitive, In accordance with current pay scale</b>
<b>Work Location:</b>	<b>2936, rue de la Faune, Wendake (Québec)</b>
<b>Starting date :</b>	<b>As soon as possible</b>

### **Native Commercial Credit Corporation (SOCCA)**

Native Commercial Credit Corporation provides financing products and services to Aboriginal customers in the province of Québec. It also offers financing products and services under the form of non-refundable contributions, start-up loans, expansion of businesses as well as support services for carrying out projects in the commercial and community sector.

Since its creation in 1992, SOCCA has enabled many projects to be carried out, thus contributing to the well-being and autonomy of its Aboriginal clientele.

### **Job Description :**

The incumbent will be responsible for managing and developing the Company's loan portfolio. He will analyze requests for non-repayable contributions and loans from Aboriginal clients. It will have the power to authorize or deny requests within its authority limit and will submit its recommendations to the appropriate authority when projects exceed its limit. He will represent the Company and ensure its growth, thus contributing to the economic development of the Aboriginal clientele.

### **Key Responsibilities and tasks:**

- Analyze requests for non-repayable contributions and loans;
- Support and ensure the satisfaction of Aboriginal customers in the realization of their project;
- Authorize or deny the requests included within its authority limit;
- Make recommendations to the competent authority when projects exceed its authority limit;
- Obtain all the information required to process the mandated client files;
- Supervise the work of the financing technician in connection with the periodic monitoring of customer files;
- Ensure compliance with the conditions established when granting non-repayable contributions and loans and coordinate the process of disbursing funding;
- Carry out the recovering processes of files;
- Contribute to the growth of the Company's business volume;

- Represent the Company with the Aboriginal clientele as well as the socio-economic community and contribute to its influence;
- Respond to general inquiries.

### **Skills and qualifications required :**

- Hold a Bachelor's degree in Business Administration with a specialty in accounting or finance and / or a combination of equivalent or complementary experience;
- A minimum of three years of experience in commercial financing with a private or public financing organization;
- Knowledge of programs, laws and tax rules surrounding the Aboriginal world;
- Knowledge of information processing tools and software (Office 365, Adobe, Teams, etc.);
- Excellent quality of oral and written French;
- Good knowledge of oral and written English.

### **Knowledge required :**

- Ability to analyze and synthesize;
- Sense of organization;
- Be able to manage priorities according to projects and issues;
- Be recognized thoroughness, attention to detail and professionalism;
- Ability to establish harmonious relationships with customers, employees, partners and stakeholders in financial, economic and government circles;
- Ability to work in a team;
- Knowledge of the culture and structures of Aboriginal communities, as well as the economic issues of this environment.

### **Why apply ? :**

- ✓ Pension Fund (Defined benefit);
- ✓ Complete and comprehensive group insurance plan;
- ✓ Advantageous sick leave and parental leave bank;
- ✓ Work with a dynamic and qualified team;
- ✓ Work with a corporation that cares about the opinions of its employees and members;
- ✓ A work schedule offering flexibility and various benefits (such as Work-free Friday afternoon during summers);
- ✓ Contribute to an organization that concretely helps indigenous peoples.

### **Hiring priority:**

SOCCA's objective is to fill the position with the best candidate available by promoting the hiring of a member of First Nations or of Aboriginal ancestry.

## **TO APPLY**

**APPLY BY :**

**October 15 2021**

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Please send your application to the attention of Mr. Dave O'bomsawin  
by mail, email or fax:

Société de crédit commercial autochtone (SOCCA)  
2936, rue de la Faune, bureau 200  
Wendake (Québec) G0A 4V0

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