



## CALL FOR APPLICATIONS

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| <b>Title:</b>            | <b>Commercial Financing Technician</b>         |
| <b>Regular Position:</b> | <b>Full Time, 35 hours per week</b>            |
| <b>Salary:</b>           | <b>Between 43 062 and 65 939\$ annually</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.

### **Brief description of the position:**

The incumbent works in collaboration with the account managers in the management and development of the Company's loan portfolio.

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

- Collaborate with account managers in project analysis;
- Obtain required information to process customer files;
- Periodically follow up on files;
- Ensure compliance with the conditions established when granting loans and non-repayable contributions;
- Recommend to account managers the maintenance or adjustment of conditions and guarantees during the review of files;
- Respond to general inquiries.

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

- Hold a DEC in administration with a specialty in accounting or finance or a related field and / or a combination of equivalent or complementary experience;
- A minimum of three years of experience with a private or public funding body in a position with responsibilities for analysis and file management;
- 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 :**

- Be recognized for its rigor and organization at work;
- Be able to manage priorities according to projects and issues;
- Be recognized for thoroughness, attention to detail and professionalism;
- Ability to establish harmonious relationships with customers and employees;
- Ability to work in a team.

### **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

Email : [dave.obomsawin@gmail.com](mailto:dave.obomsawin@gmail.com)

Fax : (450) 568-2931

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