

## JOIN OUR TEAM

**COMPANY:** Women's Enterprise Organizations of Canada (WEOC)

**POSITION:** Loans Administrator

**HOURS:** Part-time, 20 hours per week. Potential to become full-time.

**REPORTS TO:** Loans Manager

### Mission

We are looking for a passionate, customer-service oriented individual to oversee the administration of the new WEOC Loan Fund from the head office in Winnipeg. The fund supports women and non-binary entrepreneurs across Canada in their entrepreneurial journey as they start, scale, grow and maintain their businesses. With a focus on best-in-class customer service and excellent organizational skills, the Loans Administrator will work with Loans Assessors and the Loans Manager to maintain document records and develop organizational processes for efficient loan administration.

### About the Women's Enterprise Organizations of Canada Loan Fund

A national organization, WEOC supports a diverse membership of organizations that directly impact the growth and success of women entrepreneurs. WEOC members support their clients through a variety of services and initiatives, including business financing, training, advising, and mentorship. In turn, WEOC supports its members by providing learning and networking opportunities, sharing best practices, and curating a variety of resources so members have the tools needed to effectively support women entrepreneurs. The WEOC Loan Fund is the exciting new addition to the roster of supports. It addresses the unique needs and circumstances of women who have many responsibilities beyond the launch, operation, and growth of their businesses.

### KEY ROLE

#### Loan Administration

- Manage and maintain Loan Program email inbox
- Respond to calls and voicemails from clients and Loan Fund Partners
- Perform necessary loan related credit and court searches
- Prepare loan documentation for borrowers
- Complete loan closure procedures
- Support loan department on all administrative duties
- Develop full proficiency on the specialized loan software
- Develop and maintain the electronic filing system for the loan department
- Deliver excellent customer services to Loan Clients and Loan Fund Partners
- Ensure privacy and confidentiality of all loan documents



**Women's Enterprise  
Organizations of Canada**

**Organisations d'entreprises  
de femmes du Canada**

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[weoc.ca](http://weoc.ca)

### **Qualifications and Requirements**

- Post-Secondary Education and/or 2+ years' experience in business loan administration
- Practical knowledge of women establishing and expanding their businesses
- Familiar with Canadian and provincial banking policies
- Familiar with loan management software and/or banking system software
- Demonstrate proficiency in MS Office programs
- Excellent organizational skills with high attention to detail
- Excellent time-management skills with ability to prioritize work, and be responsive to deadlines
- Superior verbal and written communication skills
- Bilingual – English and French (preferred)
- Excellent interpersonal skills with the ability to develop effective and respectful relationships with colleagues and stakeholders
- Demonstrate professionalism, high degree of integrity and ethical conduct

### **Benefits**

- Competitive salary and benefits package
- Flexible work arrangements with the option to work partially from home

**The Women's Enterprise Organizations of Canada is committed to building a culture of inclusivity, where all employees feel safe, respected and acknowledged, including racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders.**

### **Apply by October 11, 2022**

Please send your resume and cover letter to:  
Heather Sadowy, Loans Manager  
[hsadowy@weoc.ca](mailto:hsadowy@weoc.ca)

We thank all applicants, however only those selected for an interview will be contacted.

