

## JOIN OUR TEAM

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

**POSITION:** Loans Assessor

**HOURS:** Full-time, 37.5 hours per week, additional hours may be required on occasion

**REPORTS TO:** Loans Manager

### Mission

We are looking for a passionate, customer-service oriented individual to join the new WEOC Loan Fund team. With the head office in Winnipeg, the fund supports women and non-binary entrepreneurs across Canada in their entrepreneurial journey to start, scale, grow and maintain their business. With a focus on best-in-class customer service and excellent organizational skills, the Loans Assessor will work with the Loans Manager to assess loan applications and ensure efficient and accurate delivery of loans across the country.

### 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 Assessor

- Assess business plans for feasibility and viability
- Review loan applications within the context of WEOC's lending policies and framework
- Full understanding of all loan documentation and the ability to explain requirements to borrowers
- Track relevant loan data and provide updates to Loans Manager
- Maintain communication with borrowers through the lending process and loan aftercare
- Build respectful relationships with Loan Fund Partners, ensuring delivery of timely and relevant supports
- Develop full proficiency on the specialized loan software
- Provide excellent customer services to Loan Clients, Loan Fund Partners and Loan Team
- 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**

- University or college degree in business or other relevant disciplines and 2+ years' experience in small business lending
- Industry experience with women establishing and expanding their businesses
- Familiar with Canadian and provincial banking policies
- Familiar with loan management software and/or banking system software
- Familiar with business loan documentation
- Demonstrate proficiency in MS Office programs
- Excellent organizational skills with high attention to detail
- Excellent time-management skills, with ability to prioritize work, and respond 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
- A valid driver's license and willingness to travel within Canada and potentially outside of Canada

### **Benefits**

- Competitive salary and benefits package
- Flexible work arrangements with the option to work 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.

