



Business Analyst/Loans Officer

Community Futures Cedar Lake Region (CFCLR) is a business and community economic development organization funded by Western Economic Diversification that serves the West Central Region of Manitoba. Our office is located in The Pas/Opaskwayak Cree Nation, MB.

We are seeking a dynamic team player to help deliver the Community Futures Program's mandate to support economic development in our region by encouraging entrepreneurship and providing support to our small business community.

Core Function:

- The Business Analyst/Loans Officer's primary job functions and responsibilities are:
- To manage the overall delivery and collection of the Investment Funds (loan) portfolio, with the goal of achieving a healthy balance between acceptable portfolio returns and providing a valuable lending service to the business community.
- The development, analysis, and recommendation of loan proposals to the General Manager and Investment Review Committee.
- To research and assist entrepreneurs with the development of business plans and proposals.
- To provide information, coaching, counselling, and ongoing support to business clients as needed.
- To deliver business training seminars and make public presentations.
- The preparation and presentation of monthly, quarterly, and annual loan reports/budgets for management, the Investment Review and the Board of Directors.

Other Duties:

- Assist with development of program proposals, statistical data and other reports as required.
- Assist with the delivery of other projects and contracts as needed.
- Assist other staff as required.

Accountability:

- The Business Analyst/Loan Officer reports directly to the General Manager.

Qualifications include:

- Business Degree/Diploma or a combination of related education and experience.
- Well-organized; able to set priorities and efficiently manage time.
- Excellent analytical and financial skills.
- Excellent oral, written and presentation skills.
- Excellent interpersonal skills.
- Must be competent with computer usage including Outlook, Excel, Word, PowerPoint, etc.
- Lending/collections experience would be a definite asset.
- Must have valid driver's license and reliable work vehicle as travel is necessary.
- Occasional weekend and evening work is required.

Salary will depend on qualifications and experience. Excellent health benefits package included. Please send cover letter, resume and salary expectations by end of day, Monday August 24, 2020 to:

General Manager
Community Futures Cedar Lake Region
Box 569
The Pas, Manitoba R9A 1K6
E-Mail: jcote@cedarlakecfcd.com

We thank all who apply however only those selected for further consideration will be contacted.