



## **The Nunavik Investment Corporation**

Position: Administrative Technician/Loan Clerk

Location: Kuujjuaq, Quebec

We are seeking a highly organized and detail-oriented individual to join our team as an Office Administrative technician/Loan Clerk. This role requires excellent administrative skills, exceptional attention to detail, and the ability to work effectively in a community-oriented environment. The successful candidate will provide administrative support to ensure the smooth operation of our office while also assisting as a Loan Clerk in their daily tasks.

### **Responsibilities:**

#### **1. General Office Administration:**

- Greet and welcome visitors, answer phone calls, and respond to inquiries in a professional and courteous manner.
- Maintain and organize office files, records, and documents, ensuring accurate and timely retrieval.
- Assist with the preparation and distribution of correspondence, reports, and other documents as required.
- Manage office supplies, inventory, and equipment, coordinating maintenance and repair when necessary.
- Schedule and coordinate meetings, appointments, and travel arrangements for the team.
- Collaborate with various departments to facilitate effective communication and workflow.
- Make bank deposits and keep detailed records.
- Prepare invoices received for payment.
- Take minutes of meetings

#### **2. Loan Officer Clerk Duties:**

- Provide assistance as a Loan Clerk in preparing and processing loan applications, ensuring all required documentation is complete.
- Review loan documents for completeness, following up on any missing or incomplete information.
- In preparation for loan closings, ensuring all necessary parties are informed and documentation is prepared in a timely manner.
- Assist in maintaining loan files, ensuring proper organization, and filing.

- Communicate with clients and stakeholders, both verbally and in writing, regarding loan-related matters, answering questions and providing updates as needed.
- Tracking of Loans and preparation of Loan payment statements on a monthly basis.
- Follow-up on Loan Collections

### **Requirements:**

- Language: Inuktitut and English are essential, French language skills would be an asset
- Secondary V diploma or equivalent work experience; additional qualifications in office administration or related field are a plus.
- Proven experience in an administrative support role, preferably in a financial or lending environment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in data entry and document management.
- Exceptional interpersonal and communication skills, both written and verbal.
- Ability to handle confidential information with integrity and professionalism.
- Strong problem-solving skills and the ability to work independently as well as part of a team.
- Ability to work independently and self-initiate with colleagues & network located in different locations.

If you are a self-motivated individual with excellent organizational skills and a keen eye for detail, we would love to hear from you. This position offers an opportunity to contribute to the efficient functioning of our office while providing valuable support to our Loan Officer. Join our team and be a part of a dynamic and growing organization.

Salary will be commensurate with the candidate's education level, experience, and skill set.

To apply, please submit your resume and a cover letter outlining your qualifications and relevant experience to:

**David@nunavikic.com**

We appreciate all applications, but only those selected for an interview will be contacted.

The Nunavik Investment Corporation is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Note: The job description provided above is a general overview of the responsibilities and requirements for the position of Administrative Technician/Loan Clerk. Duties and responsibilities may be subject to changes or modifications based on organizational needs.