



# FIRST PEOPLES economic growth fund

## Loans Associate

As a young and growing not-for-profit organization, we are looking to hire for one new position as Loans Associate.

### **Who We Are:**

First Peoples Economic Growth Fund is committed to working together with the First Nations communities and individuals in Manitoba, in order to create economic development opportunities and employment opportunities by providing commercial loans and equity capital ([www.firstpeoplesfund.ca](http://www.firstpeoplesfund.ca)).

### **What You'll Be Doing:**

As an integral member of a small, fast-paced team, you will report to the Loans Administrator and be responsible for providing administrative support to the Loans Account Managers as well as senior staff and CEO, as necessary. You will work independently but be a part of an administrative team that prepares legal documents for loans and grant files. You will develop and maintain our electronic and hardcopy filing systems, prepare documentation and reports as well as take minutes at Board Meetings.

### **Who You Are:**

- Relevant training and 1-3 years of related experience as an Administrative Assistant, Legal Assistant or Loans Associate and High School Diploma or GED.
- Must be computer savvy and proficient in Microsoft Office Applications and automated office efficiencies (solid understanding and working knowledge of Microsoft Word and Microsoft Excel is a must).
- Ability to learn specialized software programs is essential.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects with great accuracy and meet tight deadlines.
- Strong administrative and customer service skills – over the phone and in person.
- Strong workload prioritization and problem-solving skills.
- Reconcile and maintain client documentation, prepare reports, and maintain and update hardcopy and electronic files.
- Comfortable proof reading documentation and correspondence.

### **You Might Even Have:**

- Strong organizational skills.
- Administrative Diploma, Legal Assistant Certificate, etc.
- Some knowledge of basic accounting/bookkeeping principles.
- Ability to speak a First Nation language.
- Understanding of First Nation communities and organizations.

### **What We Offer:**

- Working on an Urban Reserve in Winnipeg, Manitoba
- Current Salary Range: \$38,000 - \$48,000 (based on education and experience)
- Competitive Group Benefit and Pension plan
- Ongoing Training and Upgrading of Skills

### **How to Apply:**

Closing date: 5 pm, May 24, 2022

**Forward résumé, complete with cover letter to:**

Catherine Holder, Loans Administrator  
First Peoples Economic Growth Fund  
102 – 1075 Portage Ave., Winnipeg, MB R3G 0R8  
Email: [catherine@fpegf.ca](mailto:catherine@fpegf.ca)  
Fax: (204) 942-6441