



Community Futures Central Island Loans Administration/Jr. Loan Analyst

Are you a confident, independent self-starter, organized individual who pays attention to detail, timelines and can adapt to change? We are looking for you to join our team as our [Loans Administration/Jr. Loans Analyst](#) offering support to our lending department.

Job Posting Closes: April 17, 2024

Target Commencement Date: May 15, 2024

Hours: 14-20 hours per week. Office hours are from 8:30am to 4:30pm Monday through Friday.

Compensation: \$25 - \$28 per hour based on experience.

Duties:

*Under general supervision, this position supports Community Future's business strategy by performing a variety of administrative functions in support of the delivery of lending services to clients.

*Processes loan applications, loan related documentation and transactions for small business loans;

*maintains loan records and files and ensures documentation related to loan files are accurate and complete.

*Identifies client needs and promotes programs/services to address their needs and refers to other areas as appropriate.

*Provide general organizational administrative support.

*Established practices and procedures guide decision-making, but knowledge and experience may be applied to resolve basic and varied situations.

Qualifications:

Grade 12 Diploma and an Administration Diploma or relative experience

Bookkeeping Experience

Microsoft Word and Excel knowledge & Proficient in learning new software

Strong Analytical Skills and Written Communication

Experience in the credit union or financial services industry an asset

3 + years relevant work experience.

[Click Here for more information](#)

About Us

For more than 40 years, Community Futures a community impact organization has successfully helped local entrepreneurs by providing advisory services and financing. Whether they want to start a business or expand their current operation, we have a loan for that! Whether they need money to apply new technology to enhance productivity, upgrade their facilities and/or equipment, or an interest in purchasing a business, we are the local experts.

Specializing in loans that meet the needs of small and medium sized enterprises, we offer customized re-payment schedules that work for entrepreneurs and their business. Our goal is to fill their financial gap and maximize their assets or funds so that their entrepreneurial dreams become reality. As developmental lenders, we work collaboratively with banks and credit unions as well as other Community Futures offices in our network to create a financing plan that works.

Submit Applications To

Jolynn Green, Executive Director

Community Futures Central Island

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