

Bilingual Document Administrator

Our Contract Administration team is growing!

Do you pick-up on things quickly and enjoy managing a variety of tasks? Are you known for building solid relationships? Do you admire a culture that works hard, and has fun a lot of fun along the way? Are you fluently bilingual in French and English?

In a nutshell, this position is the perfect blend of providing administrative and customer service support!

Core Responsibilities:

- Accurately update, maintain and manage information applicable to Lease Expiry i.e.: financial adjustments, account reconciliations and appropriate terminations
- Produce documents for ownership and registration of equipment on terminated leases
- Ensure required reports, applications and documents are finalized and timely processed
- Generate expiry option letters / notifications for lessees and vendors
- Manage and administer end of lease process for equipment return
- Contact customers, collect delinquent amounts related to buyouts, payouts and monthly renewals
- Negotiate payment plans, settlements and coordinate equipment returns
- Coordinate and manage general administrative duties coupled with executing exceptional client support as needed

Here's what we're looking for:

- Minimum 2 years of previous experience in: Administration or Client Services ideally within Financial Services, Commercial Lending or Collections
- Solid interpersonal and relationship building skills
- Capability to handle multiple priorities under pressure
- Excellent time management and organizational skills with the ability to multi-task,
- Ability to maintain a high level of confidentiality
- Proficient in MS Excel and Word
- Ability to communicate clearly and effectively both verbally and written in French and English

For more information about our Contract Administration department, [please click here](#)

We work hard, play hard and have a ton of fun along the way! If you are interested in joining a [growing organization](#) that has a unique culture, then we would love to hear from you!

A little bit about us:

We are very proud of our [innovative](#) and unique culture at [CWB National Leasing](#). What set us apart is our people; they are a really big deal! Did we mention: on-site gym, fitness studio, staff lounge, Zen Zone, nap room, and many other fabulous perks? We are committed to fostering an inclusive environment, where employees and customers feel valued and supported. For more information about working for CWB National Leasing, please visit our [website](#) and be sure to check us out on social media to see what we're up to!



Can't wait to apply?

If you believe you are the person we're looking for, be sure to let us know why you would be a great fit. Go ahead and get creative with your application. Introduce yourself; tell us your story and your past adventures. We look forward to hearing from you and the conversations ahead!

Over to you!

Please visit <http://www.cwbnationalleasing.com/careers/jobs> to upload your cover letter and resume before **July 18, 2018**.

Don't forget to include the job number in your cover letter along with your salary expectation and please address your application with attention to Laine Jubinville, Talent Acquisition Leader.

If you aren't the right person for this role but you know someone who is, feel free to share it amongst your network!

We thank all applicants for their interest in this opportunity; however only those selected for an interview will be contacted.

CWB National Leasing only accepts resumes via online application. If you choose to submit your resume by any other means, we cannot guarantee that your application will be considered. CWB National Leasing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To all recruitment agencies: CWB National Leasing does not accept unsolicited resumes or candidate profiles and are not responsible for any fees related to unsolicited resumes.

