

## Business Coordinator

Are you looking for a [great place](#) to work? Are you interested in joining one of [Canada's top employers](#)?

Do you have the ability to organize and prioritize your workload, take initiative to identify and resolve problems, and manage several tasks simultaneously? Can you be relied on to deliver timely and quality work? Do you excel in a results driven, high-volume and fast-paced environment?

If you answered “Yes”, then keep on reading as we may have the perfect position for you!

The Business Coordinator position is based out of [CWB National Leasing's](#) head office located in Winnipeg, MB; providing sales and administrative support to our **Western Region** (Alberta and British Columbia). The Business Coordinator provides outstanding customer service through the development of relationships and delivery of administrative and client support by preparing, auditing and processing lease documentation.

In a nutshell... this is a perfect role for someone who is eager and motivated to play an integral role in moving the organization forward! We're looking for candidates who have the natural ability to build relationships, creatively solve problems and have a whole lot of [fun](#) along the way.

### What you will deliver on:

- Prepare, audit & distribute lease documentation ensuring applicable standards and policies apply
- Review and enter credit applications, ensuring accuracy and department turnaround times are met
- Prioritize and manage multiple tasks (working within extremely tight deadline!) to ensure the lease process is seamless
- Ensure timely follow up with Lessees and Vendors by obtaining required documentation
- Enter information into various systems, ensuring accuracy and attention to detail
- Communicate directly with Vendors, Lessees and Account Managers by providing timely support and exceptional customer service
- Resolve customer inquiries by taking a proactive approach

### What you will bring to this role:

- Minimum 2 years experience in an Administrative role, preferably in equipment financing, commercial lending or insurance
- Business Administration diploma or equivalent training
- Strong analytical skills, keen attention to detail and proven experience maintaining accurate documentation
- Ability to deliver service excellence by demonstrating strong problem solving skills, exercising sound judgment and reacting resourcefully under competing priorities
- Capability to think proactively, logically and efficiently to ensure smooth business operation
- Outstanding customer service skills with the natural ability to build relationships at all levels of the organization
- Capacity to work independently and part of a team with the proven ability to learn and absorb a variety of tasks quickly



- Demonstrated ability to learn on the fly; willingness to be flexible and adaptable to changing priorities
- Intermediate in MS Office and the ability to quickly learn other applications and programs

We work hard, play hard and have a ton of fun along the way! If you want to be an integral part of 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 for CWB National Leasing. 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 [cwbnationalleasing.com/en/careers](http://cwbnationalleasing.com/en/careers) to upload your cover letter and resume **before January 23<sup>rd</sup>, 2019**.

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.

