



**Lending Administrative Assistant
Permanent Part-Time (36.25 hours bi-weekly)
Competition: #2023-24-24**

Location: This position is ideally located in Brandon or Portage, MB, however other locations will also be considered. There may be an opportunity for a hybrid work arrangement.

Manitoba Agricultural Services Corporation (MASC) has an exciting opportunity for you to be a part of a team that values building relationships, enables change, and supports the agriculture industry in Manitoba. Come join our team as we offer an engaging work environment, competitive pay, a comprehensive benefits package (including pension plan), and we encourage a healthy work-life balance.

Reporting to the Lending Director, the Lending Administrative Assistant is responsible for providing a high level of administrative support for the delivery of MASC's lending products.

MASC values excellence, integrity, and accountability. We strive to enhance existing products and develop new products, transform service delivery to enrich the client experience, pursue customer driven organizational change, and maximize performance, engagement, and development of all employees.

MASC has five core competencies: communication, decision making, initiative & innovation, leadership, and organization. Competencies relate to every position at MASC and along with the technical requirements, are included in the qualifications for all positions at MASC.

ESSENTIAL QUALIFICATIONS:

- Post-secondary education in a related discipline or an equivalent combination of education and related experience may be considered.
- Experience performing clerical/administrative support duties including reception related duties, typing/processing correspondence, data entry, tracking and distribution of documents and file maintenance.
- Administrative experience working in a lending or financial environment.
- Experience interpreting and explaining programs, policies, procedures, and regulations.
- Ability to maintain accuracy and pay attention to detail.
- Ability to maintain confidentiality.
- Experience using Microsoft Office 365 (SharePoint, OneDrive, Excel, Word, Outlook) in a cloud-based environment.

DESIRED QUALIFICATIONS

- Knowledge of agriculture is an asset.
- Experience with lending software programs is an asset.

CONDITIONS OF EMPLOYMENT:

- Must be legally entitled to work in Canada.
- Must possess a valid driver's licence, access to a vehicle and the ability to travel within the Province of Manitoba.

SALARY: \$20.56 to \$23.28 hourly
CLOSING DATE: December 15, 2023
COMPETITION: #2023-24-24
APPLY IN WRITING TO: MASC – Human Resources
Unit 100 – 1525 First Street S.
Brandon, MB R7A 7A1
E-mail: hr@masc.mb.ca

We believe diversity strengthens our ability to provide excellent customer service in a positive work environment. We encourage all to apply. Only those selected for further consideration will be contacted.