



Loans Security Administrator (Student Position)
Term Position: May 6, 2024 – August 30, 2024
Competition: #2023-24-33
Location: Brandon MASC Service Centre

INTERNAL AND EXTERNAL COMPETITION

Are you a post-secondary Legal Administration or Business Administration student that wants to gain real-world legal security experience? Under the direction of our Loans Security and Administration Supervisor, you will assist in performing complex legal administrative duties to facilitate the loan security and administration process, ensuring completeness, accuracy, and clarity of documentation in accordance with legal and policy requirements. Responsibilities also include risk management administration. The successful applicant must be available to work for the duration of the term. Preference will be given to students furthering their education in the fall.

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:

- Enrolled in a post-secondary Legal Administration or Business Administration program.
- Experience with Real Property language and the application/use of it
- Experience with Personal Property language and the application/use of it
- Attention to detail and accuracy
- Excellent interpersonal skills with ability to build relationships with internal and external stakeholders

DESIRED QUALIFICATIONS:

- Experience with Real Property (Mortgage) Security
- Experience with Personal Property Security
- Knowledge of The Property Registry-Land Titles and The Personal Property Registry

CONDITIONS OF EMPLOYMENT:

- Must be legally entitled to work in Canada

SALARY: \$18.16 – \$20.09 per hour, depending on education and experience.
CLOSING DATE: **Friday, April 12, 2024**
COMPETITION: 2023-24-33
APPLY IN WRITING TO: MASC – Human Resources
Unit 100 – 1525 First Street S.
Brandon, MB R7A 7A1
E-mail: hr@masc.mb.ca