



JOB OPPORTUNITY

Ulnooweg Development Group Inc.

Business Development Officer – Location Fredericton, NB

Ulnooweg Development Group Inc. is an Aboriginal Financial Institution (AFI) that provides business loans and support services to Aboriginal Businesses operating in the Atlantic Region. We are seeking a highly motivated professional to become part of our team.

Responsibilities:

Report directly to the Business Development Manager. Primary responsibilities will include handling applications and enquiries for business financing and support; including but not limited to Loans, Contributions, and Business Support Services. Along with managing the client file/application to ensure the relevant information is obtained prior to completing a thorough assessment of the application and providing a recommendation; and managing the existing clients' portfolios.

Other Duties:

- Client correspondence
- Filing
- Data reporting
- File review/follow-up
- Collections
- Marketing and Outreach

Requirements:

- Commercial Lending experience is preferred
- Demonstrate the ability to make sound credit decisions
- Strong organizational, verbal, oral and written communication skills
- Strong negotiation skills
- Customer and Results focused
- Proficient in Microsoft Office

A Diploma in Business Administration or equivalent combination of education required. Experience in Aboriginal business and economic development an asset. Knowledge of government grant and contribution programs as they relate to Aboriginal business and economic development. Travel within the Atlantic Region.

Start date: Immediate

Salary: \$50,000-\$70,000 – starting amount to be determined based on successful candidates qualifications

Please fax or email replies and/or inquiries to

Ulnooweg Development Group Inc.

Attention: Matthew Tapper, Business Development Manager

Fax (902) 893-0353

By email: mtapper@ulnooweg.ca

CLOSING DATE: September 15, 2016

We thank you for your interest. However, due to the time sensitivity, only those applicants selected for an interview will be contacted.