

**Job Title:** Funding Administrator

**Job Type:** Permanent, Full-Time

**Reporting to:** Manager, Funding

**Summary:**

The incumbent will be responsible for the set-up of new lease transactions in the host system. They will complete PPSA pre-searches, set up new files sent in by Brokers, and create preliminary credit packages.

In addition to the above, the incumbent will be responsible for:

- Create Vendor approval packages
- Identify daily deposits and maintain spreadsheet for Accounting
- Assist with exception reporting
- Monitor the Funding inbox
- Set up of new contracts
- Requesting PPSA searches on new fundings
- Identifying customer and lease numbers for incoming original documents
- Create preliminary credit packages
- Other duties as assigned

**Requirements:**

The successful applicant will have a strong attention to detail and have the ability to work well under pressure and tight deadlines. A positive attitude with the ability to work well both in a team environment as well as individually is crucial.

The successful candidate must be organized, accurate and be able to prioritize and multi-task well. Strong written and oral communication skills are required and proficiency in Microsoft Office is a must.

**Qualifications:**

A University or college degree with a Business background is required (or equivalent work experience). Previous work experience in a similar role would be considered an asset.

Bilingualism in English and French would be considered an asset.