



Church of Christ Development Company Ltd.

Funding Churches...Building Ministry
In Canada since 1957

Job Title:

Loan Consultant

Position Details:

This is full-time position

The Loan Consultant will be responsible for growing the current loan portfolio and will report directly to the General Manager.

Duties and Responsibilities:

- Proactively interact with prospects and existing partners to help provide them the necessary information that will enable them make the right loan related decisions
- Proactively acquire new loans by adhering to a disciplined promotion approach, understanding the partner's needs and securing referrals
- Deepen existing relationships with our stakeholders by understanding their needs and providing sound advice and appropriate loan solutions
- Maintain an updated and comprehensive database of prospects and stakeholders
- As part of due diligence, conduct onsite tours and Loan Consultation meetings at the loan applicants location
- Prepare quality Loan Consultation reports and gather all the loan requirements for loan approval while adhering to CCDC Lending Policy and Procedures
- Process and follow up loan applications diligently and in a timely fashion while helping the applicants through the loan process
- Submit quarterly promotion and progress reports
- Undertake any other assignments as requested by the General Manager

Qualifications – Education, Certification, Experience:

- A minimum two (2) year Diploma or an Undergraduate degree
- Three (3) Years plus of relevant work experience
- Intermediate to advanced computing skills (MS Office, Excel, Outlook, PowerPoint)

Personal Attributes:

- Highly motivated and willing to learn
- Proven relationship building and teamwork skills
- Proven ability to establish and maintain a referral network to generate closed referrals
- Excellent customer service skills; strong organizational skills and attention to detail
- Excellent interpersonal and communication skills (both verbal and written)
- Ability to connect and maintain excellent relations with stakeholders



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- Ability to multi-task and work effectively with minimal supervision
- Proven analytical and problem solving abilities
- Flexible and positive toward working in a small team environment
- Willing to travel within Canada for Loan Consultations and promotional meetings
- Must enjoy field work
- Candidate should have a comfort level interacting in the Christian Community

Salary Rate:

Negotiable

In addition, a standard benefit package is available after probation, details to be discussed in interview.

Closing Date:

Open until the position is filled by a suitable candidate

To Apply:

E-mail a cover letter and resume to Ken Rukiidi (General Manager) at info@churchdevelopment.ca.

For more information about CCDC, visit www.churchdevelopment.ca.

We appreciate the interest of all applicants, however only individuals chosen for interviews will be contacted. Thank you.