



As we continue to grow and expand our reach, we are seeking a dynamic and passionate **Credit Analyst** to join our team.

More about this position:

Overview	The Credit Analyst will work with clients to achieve sensible borrowing that meets their needs, including analysis of credit worthiness, and all administrative work required in loan origination and funding, as well as in maintaining existing loan portfolio.
Key Responsibilities	<ol style="list-style-type: none"> 1. Meet with loan clients to receive applications, sign documents, and manage relationships. 2. Prepare documentation for all files and ensure organization of files is orderly and complete. 3. Complete annual maintenance of loan portfolio including review of loan files and required client disclosure. 4. Comply with auditors' requests for files and follow-up issues in response to various audits. 5. Monitor delinquent loans and follow-up as needed. 6. Other duties as assigned. 7. Support and maintain a positive team culture in alignment with Amity Trust's vision, mission, and values.
Qualifications	<ol style="list-style-type: none"> 1. Bachelors degree in Commerce, Finance or Business Administration or other relevant education with experience. 2. Personality that enables building strong relationships with clients. 3. Experience working with email, spreadsheet, word processing and client relationship management software. 4. Excellent written and verbal communication skills. 5. Strong organizational skills, enabling the handling of multiple competing priorities. 6. Ability to work independently and collaboratively in a small team environment.
Reporting Relationships	Chief Financial Officer
Working Conditions	Location: Waldheim office. Hours: 37.5 hours/week if full time

Salary and benefits will be commensurate with training and experience of successful applicant. Interested applicants are invited to send their resume and cover letter to jobs@amitytrust.ca.