



Account Manager (full-time)

Location: **Saskatoon or Waldheim**

Role Purpose:

- Manage relationships with a book of loan and investment clients and assist with administration of both books.

Key Responsibilities:

- Meet with loan clients to receive applications, sign documents and manage relationships.
- Meet with investment clients to discuss investment objectives, products and their fit and manage relationships.
- Prepare documents for all files and ensure organization of files is orderly and complete.
- Complete annual maintenance of loan and investment portfolio including review of loan and investment files and required client disclosure.

Qualifications:

- Business / Commerce degree or equivalent experience.
- Personality that enables building strong relationships with clients.
- Experience working in a server environment, with skills in word processing and spreadsheet programs.
- Strong organizational skills with the ability to work independently.
- Strong team player.

Working Conditions:

- Capable of managing multiple priorities and deadlines in an indoor office environment.

Submit applications or resume in confidence by **November 16, 2018** to:

Cory Regier, B.Comm, CFP MTI
Chief Executive Officer

Mennonite Trust Ltd.
PO Box 40, Waldheim, SK S0K 4R0
Phone: 306.945.2080
Email: mtl@mtrust.net
www.mtrust.net

We thank all applicants for their interest, however, only those selected for an interview will be contacted.