



## Louis Riel Capital Corporation (LRCC)



**Job Title:** Credit Officer, Personal Services

**Location:** 2100 – 333 Main St. Winnipeg, Manitoba

**Company:** Louis Riel Capital Corporation (LRCC)

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

**Salary Range:** \$58,000 - \$69,000

Louis Riel Capital Corporation (LRCC) is the Métis-owned development corporation supporting Red River Métis Citizens through business development, lending, and financial services. We are currently seeking a **Credit Officer, Personal Services**, to join our team.

### Position Overview

The Credit Officer, Personal Services will be responsible for administering personal financial services for Red River Métis Citizens, with a focus on the **First Time Home Purchase Program** and the personal lending programs. This role will ensure fair, efficient, and timely processing of applications while maintaining a high level of client service and program integrity.

### Key Responsibilities

- Manage the intake, review, and approval process for the First Time Home Purchase Program.
- Oversee disbursements and compliance monitoring for approved files.
- Assess and adjudicate personal loan applications for Red River Métis Citizens.
- Provide financial guidance and support to clients throughout the lending process.
- Maintain accurate records and reporting in line with LRCC policies and funding requirements.
- Collaborate with internal staff and external partners to ensure program success.
- Promote LRCC's personal financial services and support community awareness. Receives and reviews program applications, sets up appropriate documentation
- Obtains legal/licensing/jurisdictional documents related to various programs
- Generates forms for payment, ensures payment of correct amounts
- Monitors client activities during control periods
- Co-ordinates with other stakeholders including lawyers, accountants, agents and financiers.
- Applies high standards of customer service as it relates to timeliness, accuracy of information, interpretation of technical language, and overall incumbent access;
- Manages client relationships during times of Agreement default
- Prepares and follows corporate standards for document creation and retention including letters of offer, letters of decline, amendment letters, claim forms and general correspondence

- Designs, develops and delivers presentations at regional meetings, business associations, conferences, trade shows and special events
- Interprets technical concepts to non-technical audiences
- Assists other LRCC Staff to apply due diligence process, ensure appropriate file adjudication

## **Qualifications**

- Post-secondary education in finance, business, commerce, or a related field; equivalent work experience may be considered but not a requirement.
- Experience in lending, credit adjudication, or financial program administration.
- Strong understanding of personal lending, mortgage processes, and financial analysis.
- Excellent communication, organizational, and client service skills.
- Knowledge of Red River Métis culture, history, and community is considered an asset.
- Occasional evening/weekend work may be required.
- Some travel outside of Winnipeg may be required.

## **Benefits**

- Comprehensive benefits package and pension plan.
- Opportunity to make a meaningful impact in supporting Red River Métis Citizens.

## **Application Details**

Interested applicants are invited to submit their resume and cover letter by **September 15, 2025**, to:

### **Louis Riel Capital Corporation**

Email: [info@lrcc.mb.ca](mailto:info@lrcc.mb.ca)

Subject line: *Application – Credit Officer, Personal Services*

***The Manitoba Métis Federation encourages internal applicants to apply for career opportunities within our Government.***

***Louis Riel Capital Corporation is committed to employment equity and encourages applications from Red River Métis individuals, and other underrepresented groups. We thank all who apply; however, only applicants selected for an interview will be contacted.***