



## LOUIS RIEL CAPITAL CORPORATION

**Job Title:** Business Service Officer

**Location:** Winnipeg, Manitoba

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

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

**Salary Range:** \$58,000 – \$72,000

### About LRCC:

Louis Riel Capital Corporation (LRCC) is a proud Manitoba Métis-owned lending institution dedicated to driving the economic growth and success of Red River Métis entrepreneurs. We provide financing, business advisory services, and practical supports to help Métis-owned businesses start, expand, and thrive — strengthening the prosperity of the Red River Métis community as a whole.

### Position Overview:

As a **Business Service Officer**, you will play an essential front-line role in supporting Red River Métis entrepreneurs. You will lead the coordination and growth of the Red River Métis Business Directory and assist clients in navigating LRCC's lending and grant programs. From supporting application preparation to providing ongoing advisory services, you will help ensure exceptional client service throughout the funding process.

### Key Responsibilities:

- Manage the planning, maintenance, and enhancement of the Red River Métis Business Directory, ensuring it remains accurate, current, and accessible.
- Establish and nurture relationships with Red River Métis entrepreneurs, business owners, and community partners.
- Develop outreach plans to promote the directory and LRCC programs within the Red River Métis community and to partners.
- Coordinate intake, review, and verification of business information to uphold the integrity of the directory.
- Produce regular reports and insights on directory use, trends, and impacts to support LRCC's strategic goals.
- Be a key contact for directory participants, providing guidance, information, and referrals to help them grow and succeed.
- Work closely with internal teams, including communications, marketing, and economic development, to align directory activities with LRCC's broader objectives.
- Help plan and deliver events, workshops, and information sessions to connect with the Red River Métis community.
- Conduct preliminary assessments of lending and grant applications to ensure eligibility and completeness.
- Assist in tracking and supporting projects funded by LRCC programs.

- Collaborate with team members to deliver programs and community engagement initiatives, and perform other related duties as required.

### **Qualifications:**

- Post-secondary education in Business Administration, Commerce, Finance, or a related field. Equivalent experience will also be considered.
- Minimum of 2 years' experience in business services, client relations, lending, or administrative support.
- Strong understanding of small business operations, financial documents, and lending processes is an asset.
- Excellent communication and interpersonal skills with a demonstrated commitment to client service.
- Highly organized with strong attention to detail and the ability to manage multiple priorities and deadlines.
- Proficiency with MS Office (Word, Excel, Outlook) and experience working with database systems.
- Knowledge of Red River Métis history, culture, and economic development priorities is an asset.
- Must be able to work independently and as part of a collaborative team.
- Class 5 drivers license (some travel within Manitoba will be required).

### **Why Join LRCC:**

- Make a positive impact in strengthening Red River Métis entrepreneurship and community prosperity.
- Work in a supportive, inclusive, and community-focused environment.
- Competitive salary and benefits package.
- Opportunities for professional growth and development.

### **How to Apply:**

Interested applicants are invited to submit a resume and cover letter outlining their qualifications and interest in the position to **info@lrcc.mb.ca** by **August 22, 2025**.

**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.**

Louis Riel Capital Corporation  
2100-333 Main St, Winnipeg, Manitoba R3C 4E2  
Email to: [info@lrcc.mb.ca](mailto:info@lrcc.mb.ca)

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).