

**Job Title:** Administrative Assistant (Account Solutions)

**Job Type:** Permanent, full-time

**Division:** Bennington

**Reporting to:** Manager, Account Solutions

**Summary:**

Reporting to the Manager, Account Solutions, the Administrative Assistant is responsible for supporting the day-to-day business activities for the Account Solutions & Asset Management Departments at Bennington Financial Corp. The Administrative Assistant is responsible for operational processing on current accounts, maintenance requests, client correspondence and general account updates and clerical duties.

**Key Responsibilities:**

- Assists with general administrative tasks within the Departments as requested
- Prepare correspondence for the Departments (Final Demands, Warrants, Voluntary Surrenders, ESA, NOI, BOS, POA, etc.)
- Manage incoming and outgoing mail for the Departments
- Communicate internally with other Departments
- Corresponding and contacting external parties as may be requested
- Hiring/retention of third-party vendors for services requested by the Departments
- Perform various searches (PPSA, Internet, UCDA, Credit Bureau, etc.) and analyse results
- Assist with various elements of the file default process
- Performs other clerical duties, including but not limited to, filing, photocopying, scanning, organizing files/paperwork and handling of invoices
- Other related and administrative duties as requested

**Requirements:**

The successful candidate will have a strong attention to detail and have the ability to work well under pressure. Strong customer service and interpersonal skills are required, as is the ability to self motivate. The candidate must demonstrate good judgment, dependability and initiative. A positive attitude, professional demeanor, and an understanding of confidentiality are crucial.

The successful candidate must be organized and accurate. Strong written and oral communication skills are essential and proficiency in Microsoft Office, data input and internet research is a must.

**Qualifications:**

A college diploma/certificate in office administration is preferred (or equivalent work experience). Previous experience in a similar role would be considered an asset and bilingualism in English and French is required.