

Built for partnership and managing approximately \$21 Billion in assets, Concentra Financial is an integral part of the Canadian co-operative financial system. Connecting with credit unions and other organizations nationally, Concentra creates business solutions through specialized financial and trust products and services that enhance our partners' competitive advantage.

As a member of the Platinum Club, which recognizes over 6 consecutive years as one of *Canada's 50 Best Managed Companies*, Concentra is proud to have a culture that is one of collaboration and "high road" leadership. Concentra Financial employees enjoy a competitive total rewards package and flexible work environment. We are looking for an enthusiastic individual with strong administrative skills to join our team in the Regina location:

Documentation Analyst

The Leasing Team in ***Commercial and Corporate Solutions*** delivers commercial equipment leasing products to business clients across the Canadian marketplace. We are looking for an enthusiastic individual with strong analytical and organizational skills to join our team in Regina to fund equipment leases and specialty finance deals.

Reporting to the Financial Services Supervisor, you will analyze documentation to verify compliance with the credit conditions, tax legislation, and provincial security acts, authorize the release of funds and complete the booking documentation process. You will work with Account Managers, brokers and credit unions to conclude the transaction and perfect our security position for Concentra.

QUALIFICATIONS

The ideal candidate has post secondary education and two years of progressively challenging leasing and/or financial services experience. You will demonstrate sound decision making and strong communication skills. Knowledge of tax legislation (GST/HST & PST) and the financial settlement function is a definite asset.

You will be a detail oriented individual who has the ability to work well under pressure in a fast paced environment and has above average computer skills including proficiency in Excel and Word. Fluency in both official languages would be considered an asset.

To apply please submit a resume with cover letter in confidence stating competition number **1004-25** by **Tuesday, May 11, 2010 to:**

Concentra Financial – People Office
2055 Albert Street
Regina, SK S4P 3G8
Fax: 306-566-1275
Email to: peopleoffice@concentrafinancial.ca

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