



215, 16504 118th Ave NW, Edmonton, Alberta T5V 1C8
info@currentfinancial.com
1-844-346-2600

DOCUMENTATION SPECIALIST POSITION

Job Summary:

Are you interested in taking the first step to a rewarding career? Is finding a role that allows you to grow within the company to achieve your career goals, exactly what you are looking for? If so, consider becoming a Documentation Specialist with our Current Financial Team!

This is a critical role in our company that offers growth and exposure to all areas of the equipment leasing and financing business. The Documentation Specialist is responsible for the accuracy, due diligence and completion of all lease and loan files.

As a Documentation Specialist, you will provide a high level of expertise by helping protect the organization's assets including conducting internal audits, ensuring compliance with laws, corporate guidelines, best practices, and contractual agreements.

Primary Responsibilities

- Receive documentation requests from brokers
- Prepare and manage pending lease files
- Conduct due diligence searches
- Create lease documents and applicable waivers
- Create pre and post funding deficiencies lists
- Obtain all required documentation to complete all lease files
- Liaise with brokers and clients to obtain and follow up for required documentation
- Audit all documents for accuracy
- Ensure that all of the approvals' requirements are satisfied
- Review files for completeness and sign off on document checklist
- Follow up for pre and post funding deficiencies
- Maintain and manage the follow up lists
- Submit files for funding once ready
- Enter all notes on the system regarding documentation follow up and lease amendment correspondence.
- Enter files into system
- Submit personal property security registrations for all files
- Produce and maintain documentation related correspondence
- Maintain expert level knowledge of insurance, vehicle registration and personal property registration rules and procedures for each province
- Liaise with legal counsel and third party service providers



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Qualifications

- Proven organizational capabilities
- Strong desire to succeed
- Exceptional work ethic and focus on required tasks
- Natural tendency to help out with all functions within the company
- Strong communication, analytical and problem solving skills
- Ability to work well under pressure and in a past paced environment
- 1+ year working in an administrative role
- Experience as a legal assistance or paralegal in insolvency & restructuring, debt & foreclosures, or commercial litigation considered a strong asset.
- Equipment leasing experience considered an asset.

About Current Financial

Current Financial provides financing for small and medium sized enterprises across Canada for the acquisition of revenue producing industrial equipment assets.

We are a common sense, personalized service lender to our network of origination partners.

Current Financial maintains an open and supportive environment where all staff have the opportunity to learn all areas of the company and grow within the equipment leasing and financing industry.

To apply, please forward resume to: mwinfrey@currentfinancial.com