



CLIENT SUPPORT SPECIALIST

The Municipal Finance Authority of British Columbia has been assisting in the building of B.C. Communities for almost 50 years. During that time, we have raised billions of dollars for community capital projects and have saved BC taxpayers millions of dollars. The MFA's success is built on a strong reputation amongst its stakeholders, garnered through our team's demonstrated leadership skills.

What is the role of the Client Support Specialist at the MFA?

Reporting to the Director of Business Services, The Client Support Specialist ("CSS") works with the team to ensure the smooth operation of MFA's client facing programs and successfully contributes to the overall positive client experience. In conjunction with the Senior Client Support Specialist ("SCSS"), the CSS effectively supports clients through answering enquiries and contributes to continual process improvement. The CSS supports the completion of daily, weekly and monthly transaction processing and reporting for all of the MFA program offerings.

The ideal Client Support Specialist candidate has:

- A minimum of 2 years' experience in a client support role in a service-orientated environment
- Previous experience working in banking is an asset
- Degree, diploma or certificate in business
- Bookkeeping experience is an asset
- Excellent attention to detail, organization, and communication skills

Why the MFA?

The Municipal Finance Authority of British Columbia (MFA) was created in 1970 to contribute to the financial well-being of local governments throughout BC. The purpose of the MFA is to provide long and short-term financing, investment management, and other financial services to communities and public institutions in B.C.

Working in a dynamic team of professionals, the MFA offers a unique professional opportunity not found elsewhere in Canada. When you join our team, you will become part of an organization that values collaboration, honesty, integrity, transparency, and teamwork.

A copy of the complete job description can be found on the application page.

Please note, the final candidate will be required to undergo a criminal and credit record check.

How to Apply

If you think you will make a great addition to the Municipal Finance Authority of BC team, please apply directly to <https://engagedhr.prevueaps.com/jobs/113466.html> and submit your cover letter and resume highlighting how you meet the above qualifications. We will continue to accept applications for the opportunity until Sunday, August 25 at 8pm.