

### **ACCOUNTANT:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Manage all financial transactions from fixed payments and variable expenses to bank deposits and budgets.
- Summarize current financial status by collecting information; preparing balance sheets; profit and loss statement and other reports.
- Substantiate financial transactions by auditing documents.
- Maintain accounting controls by preparing and recommending policies and procedures
- Proof of graduation from an accredited college or university in Accounting/Economics/Business Administration.
- Full-time; Permanent; 40 hours per week. Hourly wage: TBD

### **LOANS OFFICER:**

Auto List of Canada; AAR Financial Inc., and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Act as liaison between customers and our financial institution.
- Help qualified applicants acquire loans in a timely manner.
- Evaluate credit worthiness by processing loan applications and required documentation within a specified time limit OR deny loan applications
- Interview/speak with applicants to determine financial eligibility and feasibility of granting loans.
- Experience in the credit industry would be preferred and an asset. However, it is not required for those who are self-motivated and prepared to apply themselves, as training is provided on an ongoing basis.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$11.90, plus commissions/bonuses.

### **LEGAL ASSISTANT:**

Auto List of Canada; AAR Financial Inc., and AAR Mortgage Corp, are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Prepare litigation related documentation.
- Provide support to our outside law firms.
- Prepare land titles related documentation.
- Provide support to our Credit and Collection Department.
- Provide administrative assistance to various Departments as the need arises.
- Draft and type basic correspondence and documentation.
- Type dictation using digital dictation equipment.
- To be considered for this position you must have either a diploma from a recognized Legal Assistant program OR related experience in the legal or administrative fields.
- Excellent communication and typing skills are a must.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$12.25

### **COLLECTIONS OFFICER:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Email and call our customers regarding missed payments and overdue accounts.
- Negotiate payment arrangements on customer accounts.
- Deal with customer inquiries.
- Skip tracing to locate customers.
- Advise customers on their payment options and suggest payment methods.
- Report to the Collections Manager.
- Experience in the credit industry would be preferred and an asset. However, it is not required for those who are self-motivated and prepared to apply themselves, as training is provided on an ongoing basis.
- Full-time; 40 hours per week. Hourly wage: \$11.90 plus commissions/bonuses.

### **SALES SPECIALIST:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Self-manage the day to day sales and marketing of the dealership.
- Comply with all applicable laws, by-laws, regulations and ordinances of all authorities having jurisdiction over the dealership.
- Arrange for leasing or acquisition of required equipment, supplies, etc.
- Experience in sales is preferred and an asset. However, it is not required for those who are very self-motivated and prepared to apply themselves, as initial training is provided.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$11.90 plus commissions/bonuses.

### **CUSTOMER SERVICE REPRESENTATIVE:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Manage new loan applications, ensure all documentation and information is provided, in order to do an initial assessment of the loan application.
- Make assessment of the loan applicant's documentation and information, to determine their ability to repay the loan.
- Communicate with the applicant in a timely manner as to the progress of their loan application.
- Start to familiarize themselves with loan products and start training on those products.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$11.90 plus commissions/bonuses.

### **COLLECTIONS AGENT:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Drive to customer's residence to deliver letters and documents, while there, attempt to collect information from and about the customer; confirm their address and encourage them to contact the Credit and Collections Dept. to resolve their account issues.
- Part-time hours to start (20 to 40 hours per week) and a flexible schedule with day, evening, and weekend work. This could evolve into full-time work.
- This is a good opportunity for anyone currently working as a courier driver or Skip the Dishes driver. A possible promotion to Collections Officer in the Credit and Collections Department can happen with regular, schedule full-time hours.
- REQUIREMENTS: A valid Manitoba Driver's License; a reliable vehicle; and the ability to communicate clearly and effectively. Hourly Wage: \$13 to \$15 to start.

**FINANCIAL SERVICE REPRESENTATIVE:**

Auto List of Canada; AAR Financial Inc., and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Meet with clients to determine needs; analyze financial status; and recommend loan products to provide solutions.
- Research and evaluate loan applicant's financial status, references, credit history and ability to repay the loan.
- Maintain an active knowledge of loan products including continuous training on those products.
- Utilize professional judgement to determine potential risk of the borrower by the documents and information provided.
- Double check documentation and information provided to help prevent fraud.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$11.95 plus commissions/bonuses.

**ADMINISTRATIVE ASSISTANT:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Provide support to the department manager and other department employees.
- Coordinate and draft written communications.
- Respond to inquiries.
- Manage meeting schedules.
- Perform general clerical work for the department and manager.
- Create and maintain records/files.
- Schedule appointments as needed.
- Related experience (of 2 to 4 years) at an executive level would be preferred and an asset.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$12.00

### **OFFICE/OPERATIONS MANAGER:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Maintain overall flow of workplace operations and can be the central point of contact for customers and employees alike.
- Create and maintain employee files in all departments.
- Maintain existing files for all AAR companies; and the President's personal files.
- Order all office and cleaning supplies for the companies and maintain stocks of supplies. Must be able to source most economical suppliers.
- Respond to requests/directives from the President and all managers.
- Meet with all new employees to sign their package and agreement.
- Conduct exit interviews whenever possible.
- Become knowledgeable in all areas/companies.
- 3-year Bachelors Degree is preferred OR related experience of 2 to 4 years.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$15.00

### **COLLECTIONS MANAGER:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Oversee staff members and ensure the accurate and timely invoicing of customers.
- Set payment goals and targets for the Department.
- Create and implement strategies to improve the collection of outstanding credit.
- Ensure company policy on recoveries is followed and that it is in line with provincial and federal regulations.
- Implement deadlines for invoicing and payment collection.
- Prepare monthly reports on payment collection and non-collection.
- Keep informed on any changes regarding collection matters.
- Train and mentor staff in the Collections Department.
- Coordinate and liaise with the Legal Department regarding collections.
- 3-year, 4-year, or professional degree program is preferred and related experience of at least 5 years.
- Full-time; Permanent; working hours TBD. Annual Salary: TBD

### **MECHANIC:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to be able to:

- Diagnose and repair automotive issues.
- Talk with customers to discover problems with their vehicle.
- Keep track of work performed with accurate records.
- Prepare quotes and estimates of work cost.
- Clean and maintain equipment and tools.
- Abide by safety policies and procedures.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$12.00

### **DETAILER:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Clean and detail every vehicle that is sold so it appears to be in almost 'new' condition.
- Move vehicles in and out or around the lot as required.
- Maintain a clean lot, which includes washing vehicles; snow removal; debris removal
- Maintain a welcoming lot, which includes turning the lot lights on or off; replacing various flags around the lot.
- Delivery and pick up of vehicles as required.
- Full-time; Permanent; 40 hours per week. Hourly wage: \$11.90

### **RECEPTIONIST:**

Auto List of Canada; AAR Financial Inc. and AAR Mortgage Corp. are family owned and operated businesses specializing in used car sales, leasing, financing, and loan products. We are located at 823 Regent Avenue, West, in Winnipeg, Manitoba. We are looking for the successful candidate to:

- Create a welcoming environment by greeting all customers/visitors; answering all phone calls and emails; directing customers/visitors when required; transferring calls and taking messages for all employees of the company.
- Deal with customer complaints in a calm manner.
- Assist/support requests (for example: clerical or organizational) from various Department Managers.
- Full-time AND evening positions. Hourly Wage: \$11.90

If you are interested, Please send your resume to: [debbie@autolistofcanada.com](mailto:debbie@autolistofcanada.com)

