

Job Opportunity: Senior Financing and Administration Manager (NOC 10010)

About Us:

Comfort Maple Aging Innovations Inc. ("CMAI" or the "Company") is a Canadian based company. Our goal is to introduce and promote well developed Canadian senior care systems, technologies and innovations to Asia Pacific region. We focus on promoting the advanced Canadian senior care management, products and services as well as technology to ensure safe and appropriate senior care at a lower cost.

In order to fulfil CMAI's development goals, we are seeking a Senior Financing and Administration Manager to join our team.

Employer: Comfort Maple Aging Innovations Inc.

Employer address: 13181 Pilgrim Street, Mission, BC V4S 1C5

Employer Contact Number: 604-782-2687

Employer Website: <http://comfortmapleinc.ca>

Position name: SENIOR FINANCING AND ADMINISTRATION MANAGER

Location of work: Mission, BC

Nature of position: Permanent, full-time (30-35 hours per week)

Compensation: \$70,000-\$90,000 annually

Probation: 3 months

Vacation: 10 days annually

Language required: Fluent in English, other languages from the Asia Pacific countries are assets.

Duties and Responsibilities:

- Plan, organize, instruct and control the Company's Financing Team
- Conduct research, sort and screen for potential financing targets, set up financing strategy and standards, prepare analysis reports and make recommendations
- Assist Managing Director to develop and implement the Company's short-term and long-term financing goals, targets and financial policies
- Supervise the implementation of the Company's financing models
- Report to the Managing Director on regular basis regarding the Company's financing status, working in progress, administration of the team members, budgets and other financial control functions
- Prepare company, industry and economic outlooks, analytical reports, briefings notes and correspondence
- Advise on and participate in the business negotiations and meetings for financing purposes and execute financing agreements on behalf of the Company
- Evaluate financial risk, prepare financial forecasts, financing scenarios and other documents concerning capital management
- Prepare regular risk profiles for debt portfolios

Employment Requirements:

- ✓ a university degree in accounting, business administration or commerce
- ✓ a minimum of 10 years experiences in accounting, financing, budgeting and financial planning
- ✓ a minimum of 8 years senior management experiences
- ✓ willingness to take frequent domestic and international business trips
- ✓ willingness to relocate to Mission of B.C.
- ✓ Fluent in English is a must and language capacity in Mandarin is an asset.

How to Apply:

We would love to hear from you but only shortlisted candidates will be contacted for further steps. Please submit the following to info@comfortmapleinc.ca:

- Your updated resume and a brief cover letter highlighting your relevant experiences; and
- Any additional information you believe would be beneficial to our consideration.