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Credit Administrator - Controls Reporting (Saint John)

The following position on our Credit Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Saint John is seeking qualified candidates to fill the following career position in our growing centre.

Credit Administrator - Controls Reporting (Saint John) - Job Code: SJFMW2-2-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Controls Reporting Credit Administrator will provide support to credit team through the handling of daily, weekly, and monthly control reporting; and by inputting financial data into the Credit Tool. The incumbent will also coordinate various weekly audits, assist credit analysts as required and assume responsibility for special projects as needed.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma required, business focus*
- *2 yrs work experience preferred*

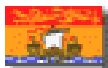
If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Kelly Services
Suite 405 - 75 Prince William Street
Saint John, NB, E2L 2B2
Fax 506 653 9310
Email gautrsa@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

*The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however **ONLY** those candidates selected for interviews will be contacted.*



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Credit Analyst (Saint John)

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The ExxonMobil Business Support Centre in Saint John is seeking qualified candidates to fill the following career position in our growing centre.

Credit Analyst (Saint John) - Job Code: SJFMW2-1-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Credit Analyst is responsible to ensure that customers remain within their approved credit limits while providing timely and accurate financial risk assessments.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma required, business focus*
- *2 yrs work experience preferred*

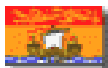
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Credit Team Lead - (Saint John)

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The ExxonMobil Business Support Centre in Saint John is seeking qualified candidates to fill the following career position in our growing centre.

Credit Team Lead (Saint John) - Job Code: SJFMW2-3-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Credit Team Lead will provide direct leadership and guidance to Credit Analysts involving high exposure risk assessments and complex trade security issues. The incumbent will also prepare data for periodic stewardship reviews and manage daily over-limit processes and documentation. Finally, the incumbent will provide input/recommendations to the Credit Manager and Counsel in bankruptcy management issues.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma required in accounting*
- *5 yrs work experience in accounting required*
- *Some supervisory experience desired*

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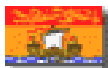
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Credit Administrator - Legal Document Processing (Saint John)

The following position on our Credit Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Saint John is seeking qualified candidates to fill the following career position in our growing centre.

Credit Administrator - Legal Document Processing (Saint John) - Job Code: SJFMW2-2B-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Legal Document Processing Credit Administrator will be the Credit department's point of contact for Sales and Customer Service dealing with security instruments such as Certificates of Deposit, Letters of Credit, mortgage documents, and other credit related inquires. The incumbent will also interface with and support credit, law, and Business Units and outside legal council in areas pertaining to legal documents.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma required, business focus*
- *2 yrs work experience preferred*

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