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We're Hiring!

The Indigenous Recruitment Team is actively looking to connect with a dynamic, detail-oriented, and collaborative **Resource Coordinator** to join our team in **Toronto**.

This role is ideal for someone with an interest in supporting our Technology and Operations team, who possesses the following skills and experience:

- 2+ years of customer service experience
- High school diploma required; college/university diploma/degree is an asset
- Good understanding of general processes, policies and procedures required for supporting the business
- Strong communication skills, both written and verbal.
- Analytical skills for problem solving as it relates to premises management.
- Collaborate well with others.
- Ability to organize business information and develop it into cohesive, professional reports and presentations with guidance from the supervisor and the ability to recognize and respond to business related issues within the scope of material
- Detail oriented and very well organized and able to manage time and multi-task to accomplish a wide variety of tasks and conflicting priorities
- Ability to develop and maintain professional working relationships
- Intermediate level PC skills (MS Office: Excel, Word, PowerPoint and Outlook)

Link to Apply:

https://bmo.taleo.net/careersection/privcareer_jobdescription/jobdetail.ftl?job=1800012104&lang=en_GB

Resume can also be emailed to Jane.StClaire@bmo.com

We're here to help

As a member of the BMO team you are valued, respected and heard, and you have more ways to grow and make an impact. We strive to help you make an impact from day one – for yourself and our customers. We'll support you with the tools and resources you need to reach new milestones, as you help our customers reach theirs. From in-depth training and coaching, to manager support and network-building opportunities, we'll help you gain valuable experience, and broaden your skillset.

To find out more visit us at bmocareers.com.

BMO is committed to an inclusive, equitable and accessible workplace. By learning from each other's differences, we gain strength through our people and our perspectives. Accommodations are available on request for candidates taking part in all aspects of the selection process.