Specialisterne Canada is recruiting!

Specialisterne Canada specializes in working with businesses to hire people on the autism spectrum or who identify as neurodivergent. Presently, Specialisterne Canada is working with CIBC to recruit for positions within their Retail Lending Services Department. There are up to 5 openings available for candidates.

Specialisterne Canada provides recruitment, staffing solutions and management support to businesses interested in creating a more neurodiverse workforce. Specialisterne has an expertise in developing more comfortable processes and work environments where employees can feel productive and supported. We help managers understand the strengths of their employees and implement strategies to help them thrive in the workplace.

CIBC places a high value on diversity in its workforce, recognizes the business benefits that accrue from responding to challenges from multiple perspectives, and is exercising a leadership position in the hiring of people with disabilities.

Description of the role is provided below. Applications should be submitted in full no later than May 2nd, 2021.

Role Description

VERIFICATION OFFICER
Full-time, Permanent
Remote/Scarborough, Ontario

Do you have a strong attention to detail and accuracy? Are you looking for an opportunity to work in the financial sector? Does reviewing documentation to verify the accuracy of mortgage documents sound like something you would enjoy? If so, this may be the role for you.

What you will do:

- Review mortgage documentation from internal stakeholders (CIBC branches and Mortgage Advisors) to ensure accuracy and completion
- Identify and investigate any inconsistencies and/or incomplete information within the documentation
- Communicate with internal partners (Branch Financial Advisors and/Mortgage Advisors) by email to resolve issues and request outstanding documentation
- Learn how to use internal CIBC systems to obtain and review client account information, reports and other required information for verification

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1 Neurodiversity is the concept that there is great diversity in terms how human brains are wired and work. For the purposes of this recruitment program, this umbrella term has been defined to include but not be limited to conditions such as Autism, ADHD/ADD, PDD-NOS, Mental Health Conditions, Learning Disabilities, and similar ways of being.
Employ Different Thinking

• When comfortable in the role, review documentation and information of higher complexity, requiring additional investigative work

What you will bring:

● Use your familiarity with Microsoft Office to capture information, manage priorities and complete tasks
● Use your ability to work independently and maintain focus to efficiently complete assignments
● Use your strong time-management skills to effectively prioritize and complete tasks within established timeframes
● Apply a strong attention to detail and accuracy in all activities

Nice to have (not requirements):

● A post-secondary degree or diploma
● Knowledge of financial services and/or the banking industry
The Recruitment Process

Application
The first step in the recruitment process is for interested candidates to apply for the roles. This will involve completing an online questionnaire as well as submitting their resume to Specialisterne Canada. Instructions for applying are included below. Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

Employment Discovery Workshop
The next step in the Specialisterne recruitment process is an Employment Discovery Workshop. It is a hands-on, task-based experience where you will work on specific projects in a virtual setting. It is an opportunity to learn about our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills.

Training Program
Candidates whose profiles are well-suited for the roles for which we are recruiting will be invited to participate in a four-week skills evaluation and training program on the employer’s site. It will include case studies, real-life projects, as well as on-site training relevant to the roles and working environment.

Employment
Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne Canada will provide support where necessary, which may include modifications to the work environment.

Those not selected can have their profiles added to our database for consideration for other more suitable job opportunities in the future.

To Apply

Please read the role descriptions carefully.

To apply and for more information on our recruitment process visit our website at www.specialisterne.ca/opportunities.

Applications should be submitted in full no later than May 2nd, 2021.

If you completed a Specialisterne questionnaire in the past, please do so again, as this one has been customized for this recruitment program.
For More Information

Please direct any questions via email to info@specialisterne.ca. If you prefer to speak on the phone, send us an email and we will schedule a call.

For more information about CIBC, go to cibc.ca

For more information about Specialisterne, visit our website specialisterne.ca.

We look forward to hearing from you!