

**LOAN ADMINISTRATOR
FULL-TIME POSITION**

**ROSENORT CREDIT UNION
ROSENORT BRANCH**

Rosenort Credit Union...a great place to bank and an even better place to work! We currently have an exciting opportunity for a Loans Administrator to join our lending department at our Rosenort branch! Join a team filled with talented, dedicated and fun staff with opportunities to grow your career.

Responsibilities:

- Under general supervision provide loan administrative support to the lending department
- Listen to and recognize member needs and promotes and cross-sells credit union products and services to members
- Ensure all assigned lending activities are in compliance with legislations, regulations, policies and procedures
- Prepare daily and monthly loan reports
- Answer telephone calls and make appropriate referrals

The ideal candidate will:

- Have strong administrative skills
- Have effective communication skills and listening skills
- Be a supportive team player who works cooperatively
- Have a Grade 12 Diploma plus 1-3 years of job-related experience or equivalent combination of education and experience.
- Experience with DNA banking system or Valeyo would be considered an asset.

Salary and benefits:

Salary will be based on the qualifications of the selected candidate and will be within the credit union grading system.

Please forward your resume and cover letter by December 3, 2021 to:

Janae Dueck - Human Resource Coordinator

Email: hr@rcu.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.