



EMPLOYMENT OPPORTUNITY

Loans Assistant

(1) Temporary Term - Full-Time *Langenburg Branch*

Are you looking for a career that offers endless personal potential and makes a difference in the community? Look no further! Churchbridge Credit Union is currently seeking a Temporary Full-Time Loans Assistant in our Langenburg branch to start as soon as possible.

Reporting to the VP of Lending Services, the role of the Loans Assistant will be to:

- Processes loan applications, loan related documentation and transactions for personal loans and mortgages; maintain loan records and files and ensures documentation related to loan files are accurate and complete
- Identifies member needs and promotes products and services to address their needs and refers to other areas as appropriate.
- Provide general branch administrative support.
- Established practices and procedures guide decision-making, but knowledge and experience may be applied to resolve basic and varied situations.

Qualifications

This person will have successfully completed at least 1 year post secondary training and have 2 to 4 years of related experience, or an equivalent combination of education and experience. Successful candidates will be committed to lifelong learning, will exercise attention to detail, have strong communication skills, basic knowledge of office equipment and filing systems, have keyboarding and computer skills.

What You Get in Return

Our team works tirelessly to ensure the financial success of each of our members. Churchbridge Credit Union offers competitive compensation and benefits package, formal and informal employee development, and meaningful work that makes a real difference in our members' lives.

Our Organization

Churchbridge Credit Union is a rural based, community focused Credit Union with 2 branches, assets over \$210 million, and over 30 employees serving 3070 members. Churchbridge Credit Union builds relationships by providing financial solutions and supporting its communities. Employee engagement is valued and there is ample opportunity for growth for career-minded individuals. Our organization has branches in Churchbridge and Langenburg, while also serving many surrounding communities.

If this opportunity piques your interest, you may be the new team member we've been looking for!

Coverage of maternity leave for 2 years with possibility of extension.

Please submit your resume, in confidence via email or mail to:

**Churchbridge Credit Union
Attn: Human Resources
Box 260 Churchbridge, SK S0A 0M0
careers@churchbridgecu.ca**