



We are hiring a Loans Clerk

Are you a confident, independent, organized individual who pays attention to detail, timelines and can adapt to change? We are looking for you to join our team as a Loans Clerk offering support to our lending department.

Job Posting Closes: June 11, 2021

Target Commencement Date: July 5, 2021

Hours: 2 - 3 Days a week

Compensation: Based on Experience

Duties

Under general supervision, this position supports the credit union's business strategy by performing a variety of administrative functions in support of the delivery of lending services to members.

- *Processes loan applications, loan related documentation and transactions for personal loans and mortgages;

- *maintains 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

Grade 12 Diploma and or Administration Diploma

Microsoft Word and Excel knowledge & Proficient in learning new software

Strong Analytical Skills and Written Communication

Experience in the credit union or financial services industry an asset

About us

Turtleford Credit Union Limited is a member owned, community based organization dedicated to the co-operative philosophy which provides a wide range of quality, personal, financial services to fulfill the needs of the members and the community. The Turtleford Credit Union Ltd. opened in 1972 and has an asset base of ~ \$90 million. We strive to maintain autonomy providing quality customer service and banking services at a reasonable cost.

Submit Applications To

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