



Position: Retail Loans Administrator– Full Time, 12-14 month term

Location: Multiple Stride Branches (but may be limited due to available space)

Posting Number: 2024-09

What's the Opportunity?

In this role, you provide loan administrative support to Stride's Financial Experience Officers, ensuring seamless member service from start to finish. In addition, you will ensure all activities are in compliance with legislations, regulations, policies and procedures.

What you'll get to do:

- Provide administrative support to the lending team ensuring all files are complete and security is in place as required.
- Maintain loan files and related documentation while adhering to loan policy and security procedures.
- Resolve routine problems with members' loan accounts referred by members or other branch staff.
- Maintain open communication and cooperation with other staff to ensure a friendly and efficient work environment.
- Act as a team player by contributing to team results through listening, spotting opportunities and partnering with other Stride team members to best meet our members' financial needs.
- Continue to build a strong understanding of how Stride Credit Union assists in providing financial well-being to our members.

Who we are looking for:

- You have a high school diploma or equivalent with 1-3 years within a financial institution or similar office environment.
- You have a strong attention to detail.
- You can manage multiple competing priorities, pivoting to the highest priority items.
- You're a strong team player, willing to do what it takes to help the team succeed.

Why join Stride Credit Union?

We offer an engaging work environment where creativity and autonomy are valued. You will receive a significant total compensation package including a competitive salary, eligibility for variable compensation and a matched pension plan. You will also receive additional benefits, such as:

- Extended health, dental and vision benefits
- Flexible work options, where available
- Employee banking benefits (including free chequing accounts, low interest credit card and bonus rates on deposit and lending products)
- Opportunities for professional development

Training will be provided to ensure you have the tools you need to be successful.

If this sounds like something you are up for, we want to hear from you! Please submit your Resume and cover letter to careers@stridecu.ca, quoting posting 2024-09. This posting will remain open until May 10, 2024.

Stride Credit Union is committed to employing a diverse workforce and encourages all qualified individuals to apply. If you require accommodation related to the materials or activities used throughout the selection process, please let us know. We thank all candidates for their interest, however, only those selected for an interview will be contacted.