



Position: Lending Administrator

Location:

- Open to multiple Stride branches (may be limited due to space and business need)
- A 6-month training period will take place in Portage la Prairie

Posting #: 2025-09

What's the Opportunity?

In this role, you will provide loan administration support to Stride's lending teams, ensuring seamless member service from start to finish. This position contributes to the department by completing various functions related to processing mortgages, loans and lines of credit, while following all regulations.

Opportunities are available on the Retail and Ag and Commercial Lending Teams.

What you'll get to do:

- Provide administrative support to the lending teams ensuring all files are complete and security is in place as required. This includes managing follow-up, processing registrations and discharges, and the set-up and maintenance of payments, among other duties.
- Maintain loan files, business account 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.

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 2025-09. This posting will remain open until end of day **Friday, June 13, 2025**.