



Position: Deposit Administrator

Location: Portage la Prairie

Posting #: 2025-11

What's the Opportunity?

In this role, you will provide deposit administration support to Stride's Retail and Ag and Commercial Teams ensuring seamless member service from start to finish. This position contributes to the organization by completing various functions related to the processing of estate accounts and registered and non-registered Stride investments.

What you'll get to do:

- Provide daily administration support on registered and non-registered investment accounts ensuring all files are accurate and compliant
- Process investment documentation for new investments, renewals, redemptions, and transfers
- Provide support, documentation and expertise in the processing of estate accounts
- Resolve routine problems with members' investment accounts referred by members or other branch staff
- Maintain open communication and cooperation with other staff to ensure a friendly and efficient work environment
- Conduct regular checks and audits on departmental reports, ensuring the accuracy of information
- Ensure the needs of the member and credit union are met and problems are resolved in an effective manner
- 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 strong compensation package including a competitive salary, eligibility for bonuses and a matched pension plan. You will also receive additional benefits, such as:

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

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 2025-11. This posting will remain open until end of day **Wednesday, June 18, 2025**.

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.