



Commercial Lending Administrator

About the Role:

We are looking for a full-time (37.5 hours/week) Commercial Lending Administrator who has the desire and ability to provide a consistently positive experience for our members, our team, and our partners. In this role, you will take care of administering our commercial lending portfolio and work closely with our commercial lending team and consultants, syndicate partners, lawyers, borrowers, and the member service team. The role provides an excellent opportunity to learn from experienced industry professionals in a collaborative banking environment. This in-person role will be located at our Latvian Centre branch at 4 Credit Union Drive, North York.

This role is for you if:

You're keen on developing or expanding your career in commercial lending and eager to make a real impact to our team's success. You're someone who develops and strengthens external and internal relationships and are looking to join a team where you can contribute over the long term. You're organized and thrive in an atmosphere where the ability to learn quickly and perform efficiently are necessary assets. You're an enthusiastic team player, and like being part of a small, smart, and hardworking team.

Key Work Activities:

Reporting to the Manager, Commercial Lending, you'll play a critical role in supporting the growth of Northern Birch Credit Union's commercial loan portfolio. In this role, you will:

- Communicate with various business partners including borrowers, legal representation, brokers, and other financial institutions.
- Perform administrative activities related to setting up, advancing, monitoring, reviewing, and discharging commercial loans.
- Prepare required documentation for credit and mortgage transaction.
- Process commercial loan-related transactions in the banking system and respond to inquiries made by members.
- Monitor and ensure that all conditions precedent are received prior to funding credit facilities.
- Follow up with solicitors to obtain reporting documents and then review documents to ensure all documents received are accurate.

You Have:

- A post secondary degree or diploma in business, commerce or related field or experience with Loan Administration.
- A desire to provide an exceptional experience for members and external partners.
- Detail orientation, the ability to stay on top of concurrent work tasks and prioritize tasks consistently throughout each day.
- Strong verbal and written communication skills with the ability to deal with more challenging or non-compliant borrowers courteously but firmly when needed.
- Self-motivation to complete assigned work with minimal supervision and can work together effectively with others in a team.
- The ability to identify impacts of changes and requirements, and source appropriate solutions.
- Intermediate Excel skills including the ability to understand and build formulas for loan-related calculations and conditional formatting, and more.
- Proficiency using Word, Outlook and commonly used computer programs to be able to create professional-looking correspondence.
- Accuracy and competence working in banking systems to complete transactions.
- A continuous improvement mindset.

Strong Assets:

- Credit union experience

- Experience in commercial and/or retail loan administration

This position offers the opportunity to be mentored by experienced Commercial Lenders and grow and take on additional responsibilities based on your ability and career goals. We offer competitive compensation and benefits, on the job training, and a non-competitive, friendly work environment.

How to Apply?

Submit your résumé and cover letter to careers@northernbirchcu.com.

The successful candidate must complete a full background check, be bondable and permitted to work in Canada.

NBCU is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodations during the recruitment and selection process, please notify us and we will work with you to meet your needs.

We thank all candidates; however, only those to be interviewed will be contacted.