



# Commercial Lending Administrator (Full-time)

## 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 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.
- 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.
- Demonstrate the credit union's corporate values in day-to-day work, external communications, and interpersonal relations.

## You Have:

- An undergraduate degree/diploma in Business or Economics or other relevant post-secondary training
- A desire to provide an exceptional experience for members and external partners
- Strong organizational skills and a keen attention to detail
- The ability to communicate and respond to member requests appropriately
- The ability to work with minimal supervision and handle multiple priorities
- Ability to work together effectively with others in a team
- Good working knowledge of Word and Excel, proficiency with computers, and comfort working in banking systems
- Good judgement and decision-making skills regarding people and situations.

## 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](mailto:careers@northernbirchcu.com).

**The successful candidate must complete a full background check, be bondable and be 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.