

Employment Opportunity

Loan Clerk - Full Time

Radius Credit Union Limited



Are you looking to grow your career in a fast-paced, detail-oriented role? Now is your chance to take on an exciting new challenge as part of our Loan Administration team! We are currently seeking a Full-Time Loan Clerk to join us.

This position is focused primarily on providing loan administrative support to frontline lending personnel with the ultimate objective of achieving quality member service. The loan clerk position processes loan applications and related loan documentation but does not interview members personally. The role is administrative in nature with daily attention required on loan processing, reporting, security registration and credit insurance tracking. The loan clerks work in a fast-paced environment, often working on time-sensitive tasks, and we require a highly motivated individual to join our team.

Under general supervision, guided by established standards and procedures, the work is routine but somewhat varied. Normal decision making with the use of some judgement is required using a wide variety of guidelines. The Loans Clerk will ensure the assigned lending activities are in compliance with all sound business practice, legislation, regulations, by-laws, policies and procedures. This position reports directly to the Manager of Lending Services.

The ideal candidate will be detail oriented, have excellent organizational skills, and preferably have a strong understanding of lending practices and the credit union system. The ideal candidate will be proficient in the use of DNA, have a strong willingness to learn, and the ability to work well in a fast-paced, team environment.

Training will be required to be based out of our Radville Branch for the first several months of employment, the position may transfer to be based out of any Radius Credit Union Branch following a successful training period as deemed by the Manager of Lending Services and Manager of Retail Operations.

The Incentives:

- Competitive compensation plan
- Comprehensive benefits package, plus a 7% matched pension
- Career Development & Advancement Opportunities
- Work/Life balance with paid vacation, sick leave and family leave

About our Credit Union:

Radius Credit Union is a rural based community focused credit union with eight (8) branches, assets over \$600 million and nearly 60 employees serving 5700 members. **Radius Credit Union builds relationships by providing financial solutions and supporting its communities.** Employee engagement is valued and there are many opportunities for growth for career minded individuals. Our organization has branches in Avonlea, Ceylon, Earl Grey, Ogema, Pangman, Radville, Tribune and Torquay.

If you are interested in becoming a part of our team please submit your resume, in confidence, on or before February 26, 2025. Please submit application via email or mail to:

Radius Credit Union

Box 339

Ogema, SK S0C 1Y0

Attn: Michelle Leonard, HR & Marketing Coordinator

michelle.leonard@radiuscu.com

We appreciate the interest of all applicants; however, only those under consideration will be contacted.