

Commercial Credit Assistant

Cambrian Credit Union

Reporting to the Manager of Commercial Administration Services, the **Commercial Credit Assistant (CCA)** is a self-starter responsible for the completion of all cash management, financing documentation and processing approved financing in an accurate and efficient manner, within the clearly defined policies and procedures.

The CCA also works with Commercial Account Managers in providing the highest standard of accurate, prompt and courteous service in the area of loan accounting and in day-to-day contact with members.

As a Commercial Credit Assistant, you will:

- Prepare all required security and cash management documentation accurately and efficiently within designated time frames. Adhere to security procedures to prevent credit union exposure to risk and liability.
- Execute transactions and funding accurately and efficiently within clearly defined policies and procedures.
- Work closely with the Manager Commercial Administration Services and Account Managers and assist in achieving objectives by completing required work, projects and activities in a timely and accurate manner.
- Demonstrate proficiency in Cambrian products and service offerings to effectively communicate their features and benefits to members and co-workers. Identify sales and referral opportunities and promote Cambrian's products and services that meet member needs.
- Demonstrate leadership commitment through consistent performance, reliability, and willingness to take on additional duties.
- Consistently provide prompt, accurate, efficient and professional service to members and branches.

What this role requires of you:

- Minimum grade 12 education or equivalent; completion of paralegal diploma would be an asset.
- Critical thinking, time management and strong organizational skills to complete assigned tasks in a timely and accurate manner are essential.
- Effective interpersonal and communication skills, both verbal and written.
- Proficiency in basic PC applications of Outlook, Word and Excel are required.
- Previous experience in a professional client focused environment is required; experience preparing and completing credit and security related documentation with a high degree of accuracy is preferred.

What we offer you in return:

Competitive salary (\$38,360 - \$51,970), career progression and professional development, community involvement opportunities and comprehensive benefits package including a pension plan.

This position is based at Cambrian's Head Office on Broadway in Winnipeg.

How to apply:

Please submit your resume & salary expectations to www.hr.cambrian.mb.ca no later than **Monday, July 16, 2018**. Your resume and cover letter must clearly illustrate how you meet these qualifications.

We thank everyone for their interest in Cambrian, however, only individuals selected for an interview will be contacted.