



CORPORATE  
5007 50 Avenue  
Beaumont, AB T4X 1E7  
P: 780-929-8561  
F: 780-929-2999

An exciting opportunity exists, for *an experienced Loans Administrator* to join our team. ABCU Credit Union Ltd. (ABCU) is a full-service open bond Credit Union. Assets \$263 million, loans \$197 million, deposits \$240 million, staff of 32. At ABCU our culture is based on our passion to be financial professionals dedicated to doing what is right for our credit union and our members.

The Loans Administrator is a key member of ABCU's Credit team, with primary responsibilities to complete all administrative duties to assist and support the credit department at ABCU. This includes performing a variety of administrative duties, such as the set up, maintenance, and compliance of all residential, consumer, commercial, and agricultural credit files. Additional responsibilities include the responsibility for the advisory services meet and greet reception desk, keying information in to applicable software and banking systems, and providing exemplary member service to all members. This position works to support all lending roles and the collections area. This role requires expert knowledge of credit administration to support both retail and commercial workflows, and has excellent time management skills.

This role is part of the overall lending team and works out of the Beaumont Community Branch location. As such, the role works closely with the full lending team and is on a full-time work schedule and may be required to take on temporary duties when dealing with short term urgent issues.

The successful candidate will have the following qualifications:

- Post-secondary degree or diploma in Business Administration preferred
- Three to five years job/industry related experience preferred
- Comfort and ability to work with a high level of detail/accuracy
- Proficient use of Microsoft Office Suite (Excel, Word, Outlook)
- A combination of work and education experience will be considered
- Be a team player

Interested candidates please provide a cover letter, salary expectations and resume to:

Janavi Corson, ABCU Credit Union  
jcorson@abcu.ca



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ABCU Credit Union thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Closing date: This position will remain vacant until a suitable candidate is identified.