

JOB POSTING

Lending Admin – Maternity Leave 18-month Term

Location: Biggar, onsite

Position Type: Full-Time (8:30 AM – 5:00 PM)

About the Role:

We are seeking a detail-oriented and motivated **Lending Administrator** to join our team on a 18-month maternity leave term, starting January 5, 2026. This role provides essential administrative support in our consumer lending area while delivering excellent service to our members.

Key Responsibilities:

- Provide administrative support in the lending area, including loan applications, documentation, credit checks, searches, registrations, and related reports.
- Audit and maintain loan files to ensure accuracy and compliance.
- Support lending staff with day-to-day operations and other loan-related tasks as required.

Qualifications:

- High school diploma required.
- Experience with banking systems or other financial institutions is recommended but not required.

Key Skills and Attributes:

- Strong attention to detail and accuracy.
- Excellent administrative and time management skills.
- Team-oriented with strong cooperation and communication abilities.
- Coachable, self-motivated, and able to work independently and as part of a team.

Why join us?

This is an opportunity to contribute to a supportive team environment, gain hands-on experience in consumer lending, and make a meaningful impact for our members. We offer a competitive compensation package that includes group benefits, a matched pension plan, and a HealthCare Spending Account, and opportunity for continued learning and advancement. Most importantly ... you would work with a committed team in a fun and rewarding environment!

Interested? Submit your resume by noon on November 25, 2025, to humanresources@biggarcu.ca, or drop it off at any of our branches.

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

