



**//Loan Clerk**  
**12-Month Term**  
**Jefferson Branch**

At Entegra we understand that people - on both sides of the counter - are our most important resource. Our dedicated employees work together towards a common goal of providing an outstanding financial experience for our members. Entegra is a vibrant, growing organization with over \$775 million in assets under administration across 4 branches and an online savings division, focused on making a positive difference in our member's lives.

**The Position:**

Under the direction of the Lending Administration Supervisor, the Loan Clerk is responsible for all regular administration work required by the Loan Administration Department. This includes maintaining the centralized services filing systems (paper based and electronic), preparing and issuing primary orders, preparing and regulating stock of mortgage packages, and preparing basic correspondence for the department. While adhering to Entegra Credit Union's standards and policies the Loan Clerk is also required to complete a variety of searches such as property tax searches, Winnipeg land title searches, business name searches etc. (as needed). Additionally the Loan Clerk is responsible for responding to branch inquiries as they arrive and for the completion of a number of month end processes, including managing regular office supply orders for the department and the daily remittance of TelPay.

**The Person:**

You are an outgoing, energetic, detailed oriented person who takes pride in your attention to detail and excellent communication skills (both written and verbal). You have an interest in enhancing team performance, as well as producing strong individual results. You have strong typing skills & correspondence preparation experience. You hold a grade 12 diploma and have at least six to twelve months (6-12) of direct/indirect work related experience. You have the ability to work under pressure and are able to provide other department staff, as well as branch staff, with positive experiences while maintaining a professional and friendly attitude. Previous credit union and/or DNA Banking Software experience would be considered an asset. Proficiency in a Windows and Microsoft Office (Outlook, Word, Excel) based environment; along with a comfort in learning and using multiple software programs, are key to success in this position.

*A comprehensive benefits package is offered with this position, in addition to a competitive salary.*

*Those interested in applying are asked to submit a resume and cover letter by **Thursday, December 6, 2018** and referencing posting number **2018-30** to:*

*Human Resources Department  
Entegra Credit Union  
hr@entegra.ca*

*We thank all candidates for their interest; however only those considered for an interview will be contacted.*

*We belong together.*