Entered: October 5, 2026

NIVERVILLE CREDIT UNION
Loan Administrator

Niverville Credit Union, with branches in Niverville, Steinbach and Landmark, serves over 9,700 members and has over $510 million in assets under administration. We have a staff complement of over 40 employees spread over 3 Branches. The position is full-time, located at the Niverville Branch in Niverville MB. Availability to work on Wednesday evenings and Saturdays is required.

The Position:

We are seeking a team player with a strong service focus, a high level of work accuracy and an ability to offer products and services to assist members in meeting their financial goals.

The Loans Administrator Position performs a variety of administrative functions associated with the setup and maintenance of Consumer, Residential, Commercial and Agricultural credit files. Responsibilities include the delivery of exceptional member service by providing administrative support to both Account Managers and Consumer Lenders while interfacing with members on various services. This also includes preparing and verifying documentation, security registration, keying information into the applicable software and banking systems, including any other duties as assigned. Finally, an important role in this position includes ensuring all lending activities are compliant with legislation, regulations, policies and procedures.

Qualifications:

- High School and 3 years of job-related experience or an equivalent combination of education and experience of which 2 years involve administration experience,
- Business Administration Certificate would be an asset,
- Knowledge of Legislation; including the Credit Union Act,
- Practical knowledge and experience in Administration, Lending, and Customer Service Excellence,
- Working understanding of Credit Union services, philosophies, and principles.

What do we offer?

- A welcoming and friendly team-oriented culture,
- Competitive salary,
- And a comprehensive benefits package.

Please forward your resume and cover letter by **Monday November 16, 2026**:

Rosemary Johnston, Supervisor, Loan Administration
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We would like to thank all Candidates for their interest; however, only those considered for an interview will be contacted.