**Manager of Lending Administration**

We are seeking an experienced, detail-oriented, and results-driven **Manager of Lending Administration** to lead our Lending Administration team at Biggar & District Credit Union. The role will involve overseeing a team of lending administrative professionals, ensuring efficient and accurate administrative support for our loan operations. The ideal candidate will have a strong background in administrative functions, with a solid managerial skill set. An understanding of lending processes and regulations will be an asset.

As the Manager of Lending Administration, you will be responsible for providing leadership, direction, and training to ensure that all loan documentation, records, and administrative functions are managed effectively. This role will work closely with the VP of Credit Services and play a key role in streamlining lending operations to provide exceptional service to our members.

Your *Key Responsibilities* will be:

**Team Leadership & Management**: Supervise, train, and support a team of lending administrative staff, fostering a collaborative and productive work environment. **Administrative Oversight**: Oversee all aspects of lending documentation and compliance, ensuring that loan files are complete, accurate, and processed on time. **Process Improvement**: Continuously evaluate and improve administrative processes, workflows, and systems to increase efficiency and ensure adherence to credit union policies and regulations. **Collaboration**: Work closely with the VP of Credit Services and others in the lending department to ensure alignment in lending operations and to address any issues related to lending support. **Compliance & Risk Management**: Ensure all loan administration practices meet regulatory requirements, internal policies, and industry standards. **Member Experience**: Assist in providing a seamless and positive member experience by addressing administrative issues promptly. **Reporting & Documentation**: Maintain accurate reports and documentation for auditing and regulatory purposes.

*Qualifications & Skills:* At least one year of post-secondary education plus four to six years of job-related experience or an equivalent combination of education and experience. Excellent leadership and team management skills. Exceptional organizational and time-management abilities. Ability to analyze and improve business processes. Strong communication and interpersonal skills, with the ability to work cross-functionally. Detail-oriented with a focus on accuracy and compliance.

*Why work here?* We offer a very competitive compensation structure, 8% matched superannuation, and comprehensive group benefits, with a Health Care Spending Allowance. You would work with a committed team in a challenging, rewarding, and fun environment. Our workplace offers opportunities for advancement, all-expense-paid continuing education, valuable networking in the credit union/cooperative system, and ongoing personal and professional development.

Biggar & District Credit Union is a growing, autonomous, full-service financial institution. Our organization has branches and insurance agencies in Biggar, Landis and Perdue, and an accounting firm in Biggar. Located 90 km west of Saskatoon, and 90 km south of North Battleford, Biggar is a progressive, family-oriented community of approximately 2,200 citizens, offering a hospital, parks, sports, arts, and two school divisions; its economy is mainly focused on agriculture.

Biggar & District Credit Union proudly supports the communities we serve, and it is our people that make this happen. If you would like to be part of our team, p*lease submit your resume by January 3, 2025 to: humanresources@biggarcu.ca.*

