

## *OMISTA is seeking a Commercial Associate to join our Moncton Team!*

*As a Certified B Corp® OMISTA Credit Union exists to provide a better way to bank. We are committed to providing financial solutions that improve the overall wellbeing of our members. When you “Bank Local” with OMISTA, all money and profits stay in New Brunswick, creating greater prosperity for our shared economy and communities.*

### **THE POSITION**

We are looking for a detail-oriented and customer-focused **Commercial Associate** to join our Commercial team. This role supports the delivery of specialized banking services to our business members. The Commercial Associate will assist the Commercial Account Managers with account setup, administrative tasks, and sales support for non-lending and basic lending functions. If you thrive in a dynamic environment, enjoy helping others, and take pride in accuracy and service excellence, this role may be for you.

### **KEY RESPONSIBILITIES**

- Open new commercial accounts and assist with business banking service setup
- Deliver exceptional service to business members by responding to inquiries and processing transactions
- Identify opportunities to promote OMISTA products and services and refer business to Commercial Account Managers.
- Support AML, KYC, and member due diligence requirements
- Set up and maintain Payment Stream (AFT), credit card, and online banking services for commercial clients
- Train business members and employees on commercial tools and platforms
- Ensure documentation is accurate, complete, and compliant with policies and procedures
- Provide back up support for commercial lending documentation and file completion
- Perform administrative and project support duties within the Commercial Department

### **THE IDEAL CANDIDATE**

- Excellent communication, organizational, and time management skills
- Strong attention to detail and ability to manage multiple priorities
- Collaborative team player with strong customer service orientation
- Interest in business and commercial banking products
- High level of professionalism and discretion in handling confidential information
- Proficiency in Microsoft Office and the ability to learn credit union systems

*We Proudly Serve the Communities We Live and Work In  
Moncton, NB - Fredericton, NB – Oromocto, NB*

## EDUCATION AND TRAINING

- Certificate and/or diploma in Financial Services or Business Administration
- Minimum 1 year of relevant experience in financial services

*Equivalent combinations of education and experience may be considered*

## JOB SUMMARY

Employment Type: **Permanent Full Time**

Required Travel: **No**

Work Environment: **Branch- Moncton**

Pay Type: **Salaried, Personal Bonus, Team Bonus**

Salary Range: **\$47,236-\$55,572**

*The starting salary offered will be based on the successful candidate's qualifications and relevant experience.*

### Benefits:

- Matched Pension (2-7%)
- Health & Dental Cost Flex (75%/25%)
- Employee Development Opportunities
- Employee Pricing on Accounts
- Min 3 weeks' Vacation & Paid Sick Days
- STD, LTD, Life Insurance, Critical Illness
- Wellness Credit and so much more!

**Application Deadline: Open Until Filled**

Email resume to: [careers@omista.com](mailto:careers@omista.com)

**Please Note:** Candidates must be legally eligible to work in Canada. Being bondable is also a condition of employment at OMISTA. The bonding process includes a bonding application, criminal record check, and credit check.

*OMISTA Credit Union is committed to employment equity and workplace diversity and welcomes applicants from diverse backgrounds.*

*We appreciate your interest in OMISTA; however, only candidates selected for an interview will be contacted.*

*We Proudly Serve the Communities We Live and Work In  
Moncton, NB - Fredericton, NB – Oromocto, NB*