

## ***Supervisor, Lending Administration***

### **Lead a Team. Drive Excellence. Support Member Success.**

We're seeking a Supervisor, Lending Administration, to lead our Lending Administration team and ensure the efficient, accurate, and compliant delivery of lending support services.

In this role, you'll provide leadership and coaching to a team of Lending Administrators while overseeing day-to-day lending administration operations. You'll work closely with internal teams to support exceptional member experience, drive process improvements, and maintain high standards of operational excellence.

### **What You'll Do**

#### Leadership & Team Development

- Provide leadership, coaching, and support to a team of Lending Administrators.
- Foster a positive, service-focused culture that encourages collaboration and continuous learning.
- Coordinate workload distribution, scheduling, and performance management activities.
- Support employee development through training, coaching, and ongoing feedback.

#### Oversee Lending Administration Operations

- Ensure the accurate and timely processing of loan and mortgage administration activities.
- Monitor compliance with internal policies, regulatory requirements, and audit standards.
- Act as an escalation point for complex administrative issues and support timely resolution.
- Partner with branches and internal departments to provide seamless operational support.

#### Improve Processes & Support Compliance

- Identify opportunities to enhance efficiency, consistency, and service delivery.
- Assist with policy, procedure, and technology improvements.
- Support internal and external audits and help ensure regulatory compliance.
- Participate in departmental projects and organizational initiatives.

### **Who You Are**

- You are a collaborative leader who enjoys coaching and developing others.
- You thrive in a fast-paced environment and can balance competing priorities.
- You have strong lending administration knowledge and a passion for operational excellence.
- You are detail-oriented, organized, and committed to delivering exceptional service.

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



### What You'll Bring:

- Post- secondary certificate or diploma.
- Minimum 3 years of related experience.
- Strong knowledge of lending administration processes and documentation.
- Previous leadership experience preferred.
- Proficiency with Microsoft 365 applications.

### Why Join Us?

At OMISTA, we're committed to helping our members, employees, and communities thrive. We offer a collaborative and supportive work environment where your leadership can make a meaningful impact. You'll have the opportunity to develop a team, improve processes, and contribute to the continued success of our organization.

If you're ready to take the next step in your career, and help shape the future of our lending operations, we'd love to hear from you.

### Job Summary:

Employment Type: **Permanent Full Time**  
Required Travel: **Yes**  
Location: **Moncton/ Fredericton/ Oromocto**  
Work Environment: **Branch**  
Pay Type: **Salaried, Personal Bonus, Team Bonus**  
Salary Range: **\$54,794-\$64,463**  
*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 & more

**Application Deadline: Open Until Filled**

**Application ID: 2026-SLA**

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.*

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