

OMISTA is looking for a Financial Service Representative to join our Team.

As a Certified B Corp® OMISTA Credit Union exists to provide a better way to bank. OMISTA provides complete banking products and services and is committed to providing solutions that improve the financial 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 currently seeking a **Financial Service Representative** to join our **Mountain Road** team. In this role, you will support members with their personal loan and mortgage needs, managing the end-to-end lending process from application through completion. You will work closely with members to understand their financial goals, provide knowledgeable guidance on available products, and deliver a seamless, member-focused experience while contributing to the growth and success of the credit union.

Key Responsibilities:

- **Loan Consultation:** Meet with members to assess their financial needs and provide personalized solutions for personal loans, mortgages, and other lending products.
- **Loan Application Processing:** Guide members through the loan application process, ensuring accuracy and completeness of documentation and facilitating approvals in a timely manner.
- **Product Knowledge:** Stay up to date on the credit union’s loan products, mortgage options, industry trends, and regulatory requirements to provide expert advice and recommendations.
- **Underwriting and Approval:** Review and evaluate loan applications, credit reports, and financial documents to determine loan eligibility and risk factors.
- **Customer Service:** Provide exceptional service to members by answering inquiries, addressing concerns, and resolving issues throughout the loan process while identifying opportunities to cross-sell other credit union products and services that may benefit the member’s financial well-being.
- **Compliance:** Ensure all loan transactions comply with credit union policies, provincial and federal regulations, and industry best practices.

Qualifications & Skills

- Certificate and/ or diploma in finance, business, or related field.
- Minimum **3 years** of progressive experience in a financial institution, with direct, hands-on involvement in personal lending and residential mortgage applications.
- Strong working knowledge of consumer loan products, mortgage lending practices, underwriting principles, and applicable regulatory requirements.
- Proven ability to analyze financial statements, credit reports, and borrower profiles to support sound lending decisions.

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- Excellent communication and interpersonal skills, with the ability to explain lending options and requirements clearly to members.
- Strong analytical, organizational, and problem-solving abilities with a high level of attention to detail.
- Ability to effectively manage multiple applications and deadlines in a fast-paced environment.
- Demonstrated ability to work independently while also contributing positively within a collaborative team setting.

Why Join Us?

- A meaningful career that supports your community.
- A supportive, team-oriented workplace environment.
- Competitive compensation, benefits, and pension plan.
- Opportunities for learning, development, and career growth.

How to Apply:

If you're an analytical individual with lending expertise who is passionate about member service, we'd love to hear from you. Please submit your resume to Careers@omista.com by **September 2, 2026**.

Job Summary

Employment Type: **Permanent Full Time**
Required Travel: **No**
Location: **Moncton- Mountain Road**
Work Environment: **Branch**
Pay Type: **Salaried, Personal Bonus, Team Bonus**
Salary Range: **\$54,794-\$64,463**

Please Note: Applicants must be eligible to work in Canada. The ability to be bonded is a condition of employment with OMISTA. The Bonding Process consists of the completion of a bonding application, criminal record check, and credit check.

Benefits:

- Matched Pension Plan (2%-7%)
- Flexible Health & Dental Plans (75% Employer paid premiums)
- Professional Development Budget
- Employee Pricing on Accounts
- Generous Vacation Policy, Personal & Sick Days, Paid Volunteer Time
- STD, LTD, Life Insurance, Critical Illness
- Wellness Credit

OMISTA Credit Union is committed to employment equity and diversity in the workplace, and welcome applicants from diverse backgrounds.

We appreciate your interest in OMISTA; however, only those being short-listed for an interview will be contacted.

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