



JOB TITLE: Loan Department Clerk/Administrative Assistant

DEPARTMENT: Loan Department

REPORTS TO: Loan Department Manager

SCHEDULE: Varies according to each branch, including evening hours and/or weekends.

OBJECTIVE:

UKRFCU Loan Department Clerk/Administrative Assistant will be responsible for performing clerical and administrative duties in an office setting. The major duties of this position include, but are not limited to:

1. Serve as a resource to the Loan Department Manager. Will assist with implementing processes and efforts within department projects and objectives.
2. Coordinate timelines and participate in program/project proposal information and documentation.
3. Take minutes at meetings, record actions, and ensure actions are completed by designated parties.
4. Prepares presentation materials, both digital and hard copy, and other written documentation in support of department projects and objectives.
5. Cross-train with other positions in the department to provide assistance and back-up when needed.
6. Handle confidential information.
7. Prepare correspondence as needed.
8. Performs other related administrative duties in support of department personnel (i.e., filing, scanning, faxing, photocopying, retrieving files for personnel, taking and delivering messages, etc.)
9. Help organize department activities.
10. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
11. Knowledgeable in all credit union products and services.
12. Adhere to all corporate and departmental policies and procedures.
13. Ability to work with minimal direction and exercise sound judgment.
14. Required to participate in all credit union training programs. Follows policies and procedures daily to ensure compliance with current regulations.
15. May be required to participate in credit union committees, including but not limited to marketing, compliance, IT.

QUALIFICATIONS:

Education/Experience: A High School diploma or equivalent.

Other:

- Ability to communicate effectively, both orally and in writing, with members and employees.

- Excellent attention to detail and organizational skills with ability to perform expeditiously and accurately without constant supervision and frequent interruption.
- Ability to multitask and work under frequent deadlines and ability to efficiently handle shifting priorities.
- Ability to learn job-related material through on-the-job training.
- Must have technical aptitude.
- Ability to learn all aspects of the credit union.
- Basic knowledge of Word processing and spreadsheet applications.
- Being a team player that is considerate of other employees.
- Maintains a professional appearance and demeanor.
- Must demonstrate self-initiative skills.
- Bilingual: must be fluent in English and Ukrainian .

Language Skills:

Ability to respond to common inquiries or complaints from members, regulatory agencies, or members of the business community. Ability to read and interpret business documents. Ability to effectively present job related information to employees.

To apply for this position – please forward a completed employment application, a cover letter, your resume along with salary requirements and three references to:

info@ukrfcu.com

Your application will not be considered until all requested information is received.