



The better way to bank

Members of the CUA Team work to create and deliver a great banking experience to 20,000 individuals and businesses across Nova Scotia. The CUA Difference is a combination of flexible products, personalized service and quick decisions made and delivered by people who know and love our Province. CUA's continued growth and member satisfaction reflects a team of committed problem-solvers who think big and outside the box to help others take a step forward in their financial health. If you are excited about the opportunity to help people achieve what matters most, while changing the way people think about banking, consider the following role.

### **Branch Administrator**

Reporting to the Branch Manager, the Branch Administrator is responsible for various support functions within the designated branch, which consists of member and non-member facing activity, including: review of defined reports, completion of related action items arising from the reviews, compliance tasks, completion of administrative requirements, and any other tasks as assigned to enable the Manager, Financial Advisor and / or the Financial Services Representative positions to fulfill their responsibilities and to support a high functioning branch operation.

#### ***Attributes:***

As the successful candidate, you have a proven ability to deliver administrative support in a customer-based work environment and ideally, in the financial services sector. You are highly organized and utilize strong prioritization skills in ensuring that all aspects of the role are complete in a timely manner. You are experienced in establishing structure, systems and processes in order to maximize efficiency and effectiveness of office activities as well as in executing a multitude of functions at a high quality of accuracy and completeness. You are highly energetic, understand the importance of sales and service, and enjoy interacting and serving customers. You thrive as a highly engaged and supportive team player.

#### ***Education/Experience:***

- High School Diploma and completion of a two-year office administration course, with a minimum of three years' experience in an administrative support role. Equivalent combination of training and experience will be considered.
- Knowledge of financial products and services, and / or familiarity with a financial sector branch operation.
- Administrative experience in estates would be considered an asset.

This is a full-time position offering competitive benefits and compensation commensurate with experience and qualifications.

Closing date for this opportunity is **August 26, 2025**.

#### ***Employment Equity, Diversity & Inclusion at CUA:***

CUA strives to achieve a workplace where opportunities are based on skills and abilities and recognizes the value that diversity brings. We encourage applications from all qualified candidates, including those who identify as racially visible, indigenous, women in underrepresented roles, persons with disabilities and members of the 2SLGBTQI+ community. CUA supports candidates and employees with access and accommodation needs. If you are selected for an interview and require a specific accommodation, please let us know and we would be happy to assist.

#### ***Method of Applying:***

Please apply by submitting a resume to [careers@cua.com](mailto:careers@cua.com). While we appreciate all submissions, only those considered for an interview will be contacted. Thank you for your interest in joining the CUA Team!