

Members of the CUA Team work to create and deliver a great banking experience to over 25,000 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.

### **Commercial Administrative Assistant**

Reporting to the Director, Commercial Services, the Commercial Administrative Assistant is accountable for conducting administrative and processing functions for the commercial operations as well as responding to enquiries from internal and external parties. The Commercial Administrative Assistant reviews various documents pertaining to commercial products to ensure their accuracy and compliance with related policies and procedures. The position completes the processing of lending transactions, which includes new loans, renewals, transfers, withdrawals and the related interest component, and compiles the information into defined reports.

**Attributes:**

As the successful candidate, you have expertise in loan transaction processing within a financial institution, and understand the underlying systems, policies and procedures. Your attention to detail and high accuracy level facilitates quality service to CUA's members while meeting all compliance requirements. You have exceptional organizational skills, with the ability to prioritize, manage time and efficiently complete tasks. You have sound judgement and can quickly detect inaccuracies in data or information as a critical quality assurance of your work.

**Education / Experience:**

- Undergraduate degree or diploma in any field.
- One (1) to three (3) years related experience in loan transaction processing or administration in a financial institution.
- Knowledge of banking systems and business model.

**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.

This is a full-time position offering competitive benefits and compensation commensurate with experience and qualifications. A flexible work arrangement, including a hybrid work model, is available for this position.

Closing date for this opportunity is **February 6, 2026**.

**Method of Applying:**

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