



Commercial Process Administrator

Position:	Commercial Process Administrator
No. of Openings:	1
Compensation:	Level 4
Reports to:	Commercial Services Manager
Posting Expiry Date:	May 10, 2024, at 10:00 a.m.

Position Summary

Reporting directly to the Commercial Services Manager, the Commercial Process Administrator provides loans processing support to the Commercial Team. This position contributes to the organization by creating loan/mortgage documentation, corresponding with solicitors, reviewing loans documents and conditions before disbursement, and performing various follow-up procedures and responding to lender inquiries or other needs as assigned. In addition, the Commercial Process Administrator is also responsible for various reports and internal controls.

Position Responsibilities

Provides administrative support to Commercial Department, including but not limited to:

- Reviewing loans submissions,
- Creating security documents, commitment letters, and lawyers' instructions according to approved terms and conditions.
- Managing communication with lawyers, including reviewing and confirming accuracy of all lawyers prepared documents & signatures
- Monitoring security documents, checking documentation for accuracy, and reviewing loans conditions before disbursement.
- Monitoring and logging completion of conditions precedent, advising the Commercial Team of outstanding conditions in a timely manner.
- Addressing or directing issues to appropriate resources for resolution, ensuring a seamless member experience.
- Processing new loans, inputting into system, doing Land Title Office searches, if necessary, as well as registrations.
- Setting up facilities, pre-authorized payments and collateral records on internal banking system.
- Prepare all commercial loan advances (including progress advances) and fees, according to Pathwise Credit Union policy and guidelines to the accounting disbursement department.
- Following up with members of the Commercial Team regarding commercial loan files regularly until completed

- Maintains thorough and current knowledge of Pathwise Credit Union policies, procedures and legislation.
- Prepares, process and registers all required documentation efficiently and accurately; ensures deadlines are met.
- Ensures updates, changes and any required set-ups on the internal banking system are completed accurately and in a timely matter.
- Responds to Commercial Team inquiries and requests in a timely manner.
- Regularly reviews internal procedures and identifies opportunities for improvement in efficiency, sales or service.
- Supports the Commercial Team as needed, regarding the following:
 - Processing loan renewals.
 - Reviewing and comparing loans documentation to the banking system on all new facilities and ensuring all errors & omissions are corrected as required.
 - Maintaining diary for credit related items.
 - Maintaining fire and life insurance records and related correspondence with insurance companies.
 - Processing requests for mortgage discharges.
 - Registering, tracking and following up on all security documents to ensure accuracy and proper registration/charge.
 - Diarizing maturity dates, reviewing reports, following up on all security renewals or discharge accordingly.
 - Preparing reports for team as required.
 - Provide assistance to the Commercial Services Manager as required.
 - Ensures member confidentiality is maintained by adhering to Pathwise Credit Union privacy guidelines and privacy legislation.
 - Perform all other related duties as assigned.
 - Subject to extended hours as per Article 5:01 (b) of the Collective Agreement.

Position Qualifications

Knowledge, Skills & Capabilities

- A strong commitment to service excellence, teamwork, and personal development with the ability to work independently.
- Must have the ability to work in a fast-paced environment and able to execute on work assigned with a high degree of professionalism and accuracy.
- Must be highly organized and able to perform moderately complex planning and prioritizing of own work activities.



- Requires well-developed communication skills, both written and verbal
- Requires working knowledge of Pathwise banking systems and credit union by-laws and policies.
- Strong computer skills, including Advanced Excel, Outlook, and Microsoft Word.
- Relevant legal knowledge and related skills

Education & Experience

- 2+ years progressive experience in commercial lending, or 3-5 years in a legal office as paralegal would be an asset.
- Post-secondary degree/diploma or equivalent would be an asset.

Applications

Candidates should submit their application, cover letter and resume to:

Attn: People & Culture
Subject: Commercial Process Administrator Application
E-mail: careers@pathwise.ca
By: May 10, 2024, at 10:00 a.m.