

InRoads Credit Union is seeking a diligent and knowledgeable full time Commercial Coordinator to join our team in Scappoose, Oregon. This position comes with a full benefit package including a matching 401k and is eligible for a hybrid work schedule.

At the heart of every InRoads Credit Union position is a relationship built between the you and the members you serve. Transparency, acceptance of individuality, confidence and strong communication skills are necessary. You understand that members trust and rely on your assistance daily. Your goal is to exceed the members expectations in everything you do.

The role of the Commercial Coordinator is to deliver high quality consistent service to the Commercial Department team and members through coordination of loan files from submission, closing, and ongoing servicing/monitoring. Additionally, the Coordinator will be a secondary point of contact for all commercial and small business member support opportunities. The Coordinator assists all department staff with duties such as annual reviews, loan documentation, file maintenance, and projects. A high level of professionalism, strong communication skills, strong understanding of lending regulations, and excellent attention to detail are required for success in this role.

This role will require at minimum four years of experience in working in the financial services industry. Preference for a bachelor's degree in a related field or equivalent in work experience.

A successful Commercial Coordinator should be equipped with the following:

- Proficiency in spreadsheet, word processing, Outlook, and database software applications skills are required.
- Requires strong interpersonal and communications skills.
- Must be reliable in meeting exacting or highly accurate work results, strict deadlines, and prompt and friendly service delivery.
- Requires working with others in a group or team and the ability to remain flexible despite interruptions and/or routine changes to priorities and/or job duties.
- Must be able to maintain composure under pressure, interact routinely with others face-to-face, by telephone, and through other communication methods using active listening skills and excellent teamwork.
- Must be available to work Monday through Friday schedule and be bondable: Monday – Friday hours may vary from 8:00am – 5:00pm (occasional Saturdays as needed).
- Requires ability to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl on a routine basis.

InRoads Credit Union is an Oregon-based not-for-profit financial institution. At InRoads, we are that trusted resource for our members and communities. We're here to deliver the financial expertise our members want and need, from affordable loans and financial resources, to money saving advice and planning. When our members succeed, so does the credit union. Our employees are a vital part of that success. Transparency, celebration of individuality, confidence, the ability to work with members to achieve their financial goals and dreams, and strong communication skills are necessary for any successful candidate.

Together we are InRoads Credit Union.



## Commerical Coordinator

If you feel a connection to our credit union after reading a little about the position and our organization, and you meet minimum qualifications, submit your employment information (letter of interest, resume and application) as soon as possible. This position will remain posted until filled.

InRoads is an equal employment opportunity employer.