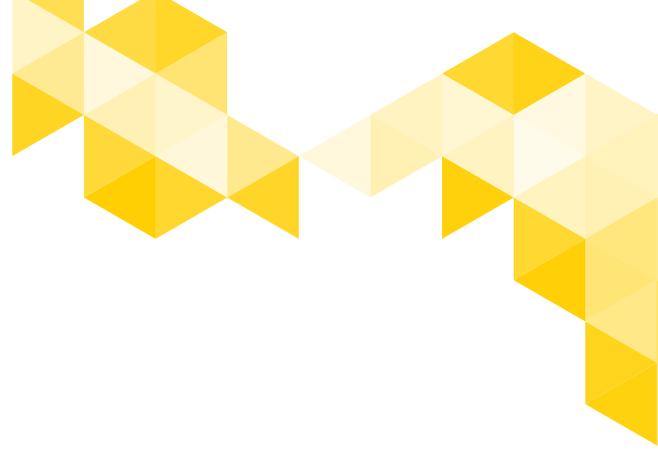




CAREER OPPORTUNITY



Administrative Support Services - Full-time

Are you highly organized, detail-oriented, and someone who takes pride in getting the details right? We're looking for a dependable Administrative Support Services Clerk who excels behind the scenes and understands that accuracy, efficiency, and follow-through matter.

This role plays an important part in supporting our internal team, particularly in keeping processes on track, files complete, and day-to-day operations running smoothly. While not member-facing, your work directly supports and contributes to the strength of our organization.

We're looking for someone with:

- Strong organizational and time-management skills
- Exceptional attention to detail and accuracy
- Clear, professional communication
- Confidence working with office software and technology
- The ability to work independently and stay proactive
- Discretion and care when handling confidential information

In return, we offer competitive compensation, a comprehensive benefits package, and the opportunity to build your skills within a trusted financial institution that puts members first.

Apply today. We're accepting applications until March 13, 2026.

For further details contact:

Laura Tyner- Manager of Lending Services
Email: LTyner@vermilioncu.com

