cbs ® Cooperative Business Services

Portfolio Administration

Cooperative Business Services, LLC (CBS) is seeking an administrative professional for their Cincinnati, Ohio office. This is a full-time hybrid position. The successful candidate will have the skills to handle a variety of administrative duties, communicate effectively with fellow employees and clientele, and successfully navigate various software programs.

About the Company: In brief, CBS, LLC, is cooperatively owned by the Ohio Credit Union League Services Corporation and eight credit unions. CBS is a credit union servicing organization, performing commercial lending "backroom" operations, including underwriting, closing, servicing, portfolio management, and loss mitigation services, to over one hundred credit unions across the mid-West, mid-Atlantic, Southeastern, and central United States. CBS is headquartered in Cincinnati, Ohio, with additional loan production offices in Toledo, Columbus, Cleveland, Ohio, Kentucky, Tennessee, Oklahoma, Indiana, Illinois, Virginia, North Carolina, and West Virginia. Since 2003, CBS has built a reputation for delivering the highest level of service to its member credit unions. As a result, CBS is now considered one of the top business lending credit union servicing organizations in the United States

Expectations for this position include:

- A minimum two-year college degree or comparable combination of education and work experience is required
- Report to the office
- Experience with Microsoft Suite Programs
- General administrative tasks
- Timely completion of any special projects as assigned
- Ability to multi-task
- Ability to work independently without direct day-to-day supervision
- Willingness to learn and grow with the company
- Provide quality support

Please send cover letter and resume to:
Paige Rogney
Vice President – Commercial Credit Administration
progney@cbscuso.com

CBS, LLC offers a comprehensive benefits package and hourly wage commensurate with experience.
CBS, LLC is an Equal Opportunity Employer.

www.cbscuso.com