



Corporate Administration

Cooperative Business Services, LLC (CBS) is seeking an administrative professional for their Toledo, Ohio office. 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 140 credit unions in 15 States. CBS is headquartered in Cincinnati, Ohio, with additional loan production offices in Toledo, Columbus, Cleveland, and Dayton, Ohio, Kentucky, Tennessee, Oklahoma, Indiana, Illinois, Virginia, North Carolina, and West Virginia. Since 2003, CBS has built a reputation on delivering exceptional service and solutions-based thinking to the Credit Union industry.

Expectations for this position include:

- A minimum two-year college degree or comparable combination of education and work experience is required;
- Experience with Microsoft Suite Programs
- General administrative tasks;
- Timely completion of any special projects as assigned;
- Ability to work with clients and credit unions on a limited basis;
- Ability to multi-task;
- Ability to work independently without direct day-to-day supervision

Please send cover letter and resume to:

John M. Skeldon
jskeldon@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