

JOB POSTING
MEMBER SERVICE REPRESENTATIVE

**PART TIME MEMBER SERVICE REPRESENTATIVE (MSR)
TURTLEFORD CREDIT UNION**

We are looking for Front Line Staff

Position Overview:

- Provide a variety of transaction services including operating a cash drawer
- Deliver effective responses to members and potential member inquiries
- Listen to and recognize member's needs; and assist members to utilize the products and services which best meet their needs.
- Promote Turtleford Credit Union and maintain active involvement in the community
- Demonstrate strong interpersonal skills and the ability to communicate effectively both verbally and in writing.
- Demonstrates strong attention to detail and accuracy in completing work and providing information.

Hours:

This is a casual position; as such there are no set or guaranteed numbers of hours in any given pay period; scheduling of work will be determined by the Office Manager.

QUALIFICATIONS:

The successful candidate will have completed Grade 12 and have at least one year of experience in Customer Service and Cash Handling. Credit Union or other financial institution experience is preferred. Looking for competent cash handling skills, strong communication skills and a commitment to continuous learning are essential to the success of the position.

We look forward to hearing from you: Competition closes 30 Sept 2021

Please submit cover letter and resume to:
Turtleford Credit Union
Attention: Holly Matias, Office Manager
Phone: 306 845 2105
Email: Holly.Matias@turtlefordcu.ca

We appreciate and thank all the applicants in advance for their interest in this position. Only those under consideration will be contacted.