

Retail Support Officer (Elbow/Loreburn Branches) Permanent Full-time

Prairie Centre Credit Union is currently seeking a Retail Support Officer in our Elbow and Loreburn branches. You will report to the Business Development Manager. We are seeking individuals who are enthusiastic, have a positive attitude, enjoy a challenge and have a keen sense for detail and accuracy. Successful candidates must possess good public relation skills and present in a very professional manner.

Qualifications:

- Office education program or a combination of education and experience
- Three years relevant work experience (preferably with a credit union or financial institution)
- Intermediate computer and keyboarding skills
- Numerical reasonability and attention to detail
- Excellent interpersonal and communication skills
- Strong public relation skills
- Ability to stay calm under pressure
- Ability to work efficiently in a fast-paced environment

Responsibilities:

- Data entry for retail deposit and lending staff
- Booking appointments
- Running department reports and preparing spreadsheets for internal tracking purposes
- Drafting correspondence for branch staff
- Assisting lenders in line of credit review process
- General office duties (maintaining switchboard and phone system, photocopying, ordering supplies, mail, courier, file maintenance)
- Managing the Community Development Fund and Petty Cash
- Reconciliation of BDM Expense Accounts
- Taking minutes at branch meetings

Successful candidates will have opportunities for personal and professional growth within an environment that promotes continuous learning and cooperative values.

Salary will be determined based on qualifications, experience, and education. Upon qualifying, we offer excellent employee benefits and a matched superannuation plan. Additional benefits include relocation assistance, and a housing buyback program.

For more information on this position you may contact Valerie Hagen, Deposit Services Team Leader at 306-854-2118 or 306-644-2118, extension #11.

Please submit detailed cover letter with updated resume via email to verlyn.doetzel@pccu.ca. This position will be posted until successfully filled.



Prairie Centre
CREDIT UNION

While we thank all applicants for their interest only those considered for an interview will be contacted.