



// Member Service Representative
Part-Time Position
Jefferson/Gateway Branch

At Entegra we understand that people - on both sides of the counter - are our most important resource. Our dedicated employees work together towards a common goal of providing an outstanding financial experience for our members. Entegra is a vibrant, growing organization with over \$775 million in assets under administration across 4 branches and an online savings division, focused on making a positive difference in our members' lives.

The Position:

Under the supervision of the Member Services Supervisor, the MSR supports the ongoing needs of our members through their knowledge and promotion of Entegra Credit Union's full array of deposit and investment products and services. The successful candidate will process all member transactions with promptness and accuracy, as well as assist in other daily tasks to support the overall organization of the branch.

The Person:

You are an outgoing person who takes pride in your attention to detail and excellent communication skills (both written and verbal). You hold a grade 12 diploma and have at least one (1) year of related customer service and/or cash handling experience (post-secondary education in Business Administration would be considered an asset). As an MSR (either full-time or part time) you will assist in providing positive member experiences by maintaining a professional and friendly attitude. Previous credit union and/or DNA Banking Software experience would be considered an asset. Proficiency in a Windows and Microsoft Office (Outlook, Word, Excel) based environment; along with a comfort in learning and using multiple software programs, are key to success in this position.

Permanent part-time employees must be available to work 15-20 hours per week with availability on Monday's, Friday's and Saturday's and be available to work at both our Jefferson and Gateway Branches.

A competitive salary is offered with this position.

*Those interested in applying are asked to submit a resume, including cover letter by **Friday, March 29, 2019** and referencing posting number **2019-06** to:*

Human Resources Department
Entegra Credit Union
hr@entegra.ca

We thank all candidates for their interest; however only those considered for an interview will be contacted.

We belong together.