



## // Deposit Services Representative Permanent Full-Time

### About Entegra

At Entegra, we understand that people - on both sides of the counter - are our most important asset. Our dedicated employees work together towards a common goal of providing an outstanding financial experience for our members. With four branch locations across Winnipeg and an online savings division, we are focused on making a positive difference in our member's lives.

### The Opportunity:

Under the supervision of the Branch Manager, the Deposit Services Representative offers professional service to existing and prospective members while assisting them with their ongoing needs, including accurately processing the opening and closing of both business and personal accounts for members as well as cross selling Entegra's products and services.

### Position Responsibilities:

The successful candidate will have an in depth knowledge of investment banking and will be required to assist members with their questions, purchases, renewals, etc. regarding registered products. They will approach the challenge of referral goals with a positive attitude and in doing so will help to engage and encourage the MSRs to work at their potential. The Deposit Services Representative will also offer the Sr. MSR back-up support with MSR overrides, backup to the frontline if cash coverage is needed, answering questions from members and assists in the balancing of cash boxes and/or cash recycling. You will maintain main treasury and/or sub treasury custody and ensure that the branch is within the insured limits in the absence of the Member Services Supervisor. This position is also responsible for Anti-Money Laundering audits on new membership files/account openings and for ongoing tracking and follow up on deposit opportunities, being a key player in contributing to the growth and development of the deposit portfolio.

### Position Experience and Qualifications:

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 with a minimum of 1 (one) to 3 (three) years Member Service Representative experience. Post-secondary education in Business Administration is considered an asset. You are an individual who enjoys the challenge of building relationships in a sales environment and prides them self on being a team player. You have the ability to work under pressure and provide positive member experiences while maintaining a professional and friendly attitude. You are an outgoing person and are comfortable in talking with members to help identify additional products and services that the member can benefit from. You have a strong ability to develop relationships with all Entegra Credit Union members, which will assist in your success in the role as well as help in the growth of the branch. 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.

A comprehensive benefits package is offered with this position, in addition to a competitive salary.

Those interested in applying are asked to submit a resume and cover letter by Thursday, December 3, 2020 and referencing posting number 2020-23 to:

Entegra Credit Union  
Human Resources Department  
[hr@entegra.ca](mailto:hr@entegra.ca)

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

*We belong together.*