



**// Summer Student**  
Full-Time Term: May - August  
2nd Floor - 540 St. Anne's Road

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 Position:**

As a summer student you will be responsible for handling member inquiries by phone, email, or chat to assist in the onboarding to our new digital banking platform, Xpress. Responsibilities include setting up e-agreements, reviewing member contact details, and escalating issues to the appropriate party, as necessary. Other duties include assisting in daily tasks to support the overall organization of the branch, data entry into our banking system, and general filing. The successful candidate will complete these tasks with promptness and accuracy.

**The Person:**

You hold a grade 12 diploma, have completed a minimum of 1 year of post-secondary education and will be returning to school in September. You are an individual who takes pride in being a team player with good communication, problem solving, and interpersonal skills. You have a high attention to detail and find enjoyment in the work you produce. Previous credit union and/or DNA Banking Software experience would be considered a strong 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.

Those interested in applying are asked to submit a resume and cover letter by **Thursday, May 6, 2021** and referencing posting number **2021-11** 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.*