



Biggar
&
District Credit Union

MEMBER SERVICES REPRESENTATIVE

Casual Position - Career Opportunity

We require a Casual Member Services Representative for our Biggar and Perdue Branches. This position will be guaranteed a minimum number of hours, with the opportunity to pick-up additional hours at peak periods or on a call-in basis.

THE POSITION:

This position reports to the Member Services Team Leader. The core function of the position is to respond to members' needs by delivering cash services and other Credit Union products and services, and to promote member use of the Credit Union. The successful applicant may also be required to work occasionally at the Perdue Branch.

QUALIFICATIONS:

The position requires an individual that is confident, has a positive attitude toward learning and change, shows initiative, can work independently, and is friendly, outgoing and reliable. Minimum Grade 12 education is required. A working knowledge of Microsoft Word, Excel, and general PC operations, as well as cash-handling experience, would be considered beneficial.

COMPENSATION:

The salary for the position will be commensurate with qualifications and experience. Biggar and District Credit Union is an employer-of-choice with a competitive compensation package that includes group benefits and a matched pension plan.

Interested applicants should submit their resume by September 18, 2010 to:

Biggar & District Credit Union
P.O. Box 670
BIGGAR, SK S0K 0M0
Attn: Cathy Archibald, Human Resources
Email: cathy.archibald@biggar.cu.sk.ca

We appreciate the interest of all applicants; however, only those under consideration will be contacted.