

# CAREER OPPORTUNITY

## Full-time Member Services Representative

*If you enjoy working with people, we'd like to talk to you!*

Biggar & District Credit Union requires a **Full-Time Member Services Representative** in the Biggar and Landis locations. In this role, you will provide excellent member service by processing financial transactions like deposits, withdrawals, and bill payments. You will also respond to members' concerns, assist in identifying their needs, and provide and promote solutions. This position reports to the Member Services Team Leader. Transportation will be your responsibility, but compensation is available for travel expenses.

You must be a team player with a positive attitude toward learning and change; you must display initiative, and attention to detail, and be friendly, outgoing, and reliable. Experience in customer service and cash handling, a minimum Grade 12 education, and a working knowledge of computers and technology are required.

**We offer** a competitive compensation structure with 8% matched superannuation, and a comprehensive group benefits plan with a Health Care Spending Allowance. There are opportunities for advancement, and we encourage ongoing personal and professional development. Most importantly – you would work with a committed team in a fun and rewarding environment.

**Apply by** Thursday, February 22, 2024

### **How to apply:**

Follow this link: <https://secure.collage.co/jobs/biggarcu/43106> for the application form.

OR email your resume and cover letter to [humanresources@biggarcu.ca](mailto:humanresources@biggarcu.ca)

OR drop your application off at any of the branches.

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

