

SHAPE

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FULL-TIME TERM SUMMER STUDENT (May-August) MEMBER SERVICES REPRESENTATIVE

The Position

Reporting to the Manager, Member Services, this position is responsible for a variety of cash and non-cash transactions, and will be responsible for consistently demonstrating excellent member service. Specifically the successful candidate will be focused on opening accounts, and processing deposits, withdrawals, & investments.

In addition, this position will be responsible for managing and balancing assigned cash, adhering to security procedures, as well as identifying referral opportunities for SVCU services.

The Person

The ideal candidate will be registered in university or college on a full-time basis. Preference will be given to students enrolled in a Business Program who have experience in cash handling, customer service, or sales. A self-motivated, proactive individual, you have strong organizational skills and have an excellent track record in teamwork. You are described as having strong problem-solving, interpersonal, analytical and communication skills; and are proficient in Microsoft Office.

The Credit Union

Swan Valley Credit Union is a full-service financial services provider with assets of \$292 million and locations in Swan River and Benito, serving over 7,100 members. Swan Valley Credit Union actively promotes an environment that encourages professional development, teamwork and innovation. All advancing candidates are subject to bonding approval.

This posting will remain open until filled. Interested candidates can submit a resume, cover letter, and references to:

Deana Williamson, Manager, Member Services

Swan Valley Credit Union

913 Main St. E

Swan River, MB R0L 1Z0

Ph: (204) 734-6848

E-mail: deana.williamson@svcu.mb.ca

Swan Valley Credit Union wishes to thank all applicants for their interest; however, only short-listed candidates will be contacted.