

Me-Dian Credit Union,

Position: Member Service Representative

Type of Employment: Full Time Term Position – Minimum 1 year (Mon-Fri)

Location: Winnipeg, MB

Basic Functions: Under general supervision, performs a variety of member client service transactions within our clearly defined policies and procedures. Duties include providing over the counter deposit services such as: accepting deposits, cashing cheques, opening & closing accounts, processing utility payments, calculating foreign exchange, processing loan payments, as well as responding to member inquires. Performs a variety of routine accounting functions and routinely receives and pays cash or other negotiable items, is responsible for custody, balancing and security of cash. The ideal candidate Must be bondable and have excellent customer service.

Qualifications: Must be a self starter with strong communication skills and organizational skills. Must be detailed oriented, a team player and have completed Grade 12. Knowledge of MS word, Excel and the Credit Union banking system would be an asset

Salary: Will be based on experience and qualifications.

Please submit résumé's to Rena Gulay, Manager of Administration, by either of the following:

Fax: 942-3698

Email: rgulay@mediancu.mb.ca

Address: 303 Selkirk Ave, Winnipeg, MB

Kindly submit applications by **September 10, 2010.**

We appreciate all applications; however only those selected for an interview will be contacted.