



## Employment Opportunity

<b>POSITION:</b>	<b>PART-TIME MEMBER SERVICES REPRESENTATIVE</b>
<b>LOCATION:</b>	Saskatoon
<b>REPORTS TO:</b>	Financial Services Supervisor or Financial Services Manager
<b>DEPARTMENT:</b>	Retail Services
<b>JOB LEVEL:</b>	2

### Job Purpose

This position is responsible for fostering "relationship building"; recognizing member needs and promoting/cross-selling a variety of cash services to the member. This position processes a variety of transactions for members using automated systems and related electronic equipment and balances cash and internal accounts daily while adhering to policy and security procedures.

### Working Conditions

This position is expected to operate within a regional service delivery model which will require travel between locations. Other duties may be assigned outside the above job purpose provided the duties are normally associated with another position at the same or lower pay grade

### Required Qualifications

- Academic minimum of Grade XII or equivalent.
- Ability to handle basic math concepts (will be tested)
- Experience in sales and service in a financial or retail environment.
- Demonstrated ability to perform basic computer functions in Microsoft Office
- Demonstrated commitment to continuous personal development and learning

### Required Professional Development

- Successful completion of CUIC 185 (Products and Services)

### Recommended Professional Development

- Successful completion of CU Fundamentals of Personal Financial Planning (or equivalent).
- Successful completion of CUIC 200 (The Credit Union System)
- Any qualifications or required professional development requirements for any grade 2 or higher position.

For those interested candidates, please submit a resume and cover letter clearly stating how you meet the above qualifications to: [careers@affinitycu.ca](mailto:careers@affinitycu.ca)

*Affinity Credit Union thanks all applicants; however only those under consideration will be contacted.*