



St. Canice's Kilkenny Credit Union Ltd.

is now inviting applications for the following:

Teller/Office(s) Assistant(s) (Ref HSF2023) in our High Street Office

Permanent Contract(s)

This is an exciting opportunity to be part of an ambitious, forward looking and strategic thinking credit union. You must have the ability to engage positively with Members and represent St. Canice's Credit Union with expertise, enthusiasm and dedication.

St. Canice's Credit Union is a not-for-profit organisation and one of the largest community credit unions in the country. With 70,000 plus members and a diverse product base. St. Canice's Credit Union is seeking Teller/Office Assistant(s) for our High Street Branch, Kilkenny.

Position Summary

Reporting directly to the High Street Branch Supervisor, the Teller provides an efficient service to members of the Credit Union and is accountable for carrying out a range of administrative and operational activities within authorised limits that contribute to the effective running of the credit union.

Principal responsibilities of the Role

- Dealing with member queries on products and services.
- Processing transactions in an efficient and accurate manner
- Serving members through multiple channels i.e., in branch, telephone or online
- Completing other duties as assigned to include a range of administrative and organisational tasks
- Undertake relevant training as deemed necessary by the management team

The successful candidates will have:

- Leaving Certificate Pass or Equivalent
- Excellent administration skills and attention to detail
- The ability to work as part of a team with good communication and organisational skills
- A strong Member focus to maintain high standards of service
- The willingness to be flexible
- Excellent IT skills

It would also be advantageous:

- to have previous experience working in a credit union or other financial institution
- to have obtained a QFA or other recognised professional qualification
- to have knowledge and understanding of GDPR legislation

Full flexibility of working hours is required including some Saturdays.

Applications including CV by email only addressed to the HR Manager: recruitment@stcanicescu.ie

Closing Date for receipt of applications is 5.30pm 10th July 2023

Short listing may apply and assessment will be done on the basis of the information provided in the application.
Canvassing will disqualify.

St Canice's Kilkenny Credit Union Ltd. is an Equal Opportunities Employer