



Financial Services Representative (Teller) Acadian Credit Union Limited

Acadian Credit Union is currently accepting applications for a Financial Services Representative to provide high quality counter service to current and prospective customer-owners of the credit union.

The Position:

Financial Services Representative will be responsible for:

- Processing and balancing daily work in an efficient and accurate manner
- Soliciting potential new members in person or by phone
- Identifying member's financial needs and matching to the appropriate product
- Being knowledgeable in all products and services of the credit union
- Completing general office administrative
- Other duties as assigned

The Person:

The ideal candidate will have successfully completed a High School diploma or GED plus have up to one year's related experience and/or training; or an equivalent combination of education and experience. The incumbent will also have:

- Strong oral and written communication skills
- Proven ability to handle and balance cash
- Proven data entry skills
- Demonstrated proficiency in operating adding machines/calculators, fax machines, photocopiers and related equipment generally found in a business office
- Demonstrated proficiency in the use of Microsoft Office applications (Word, Excel, Outlook)
- Proven ability to perform basic mathematical calculations with or without a calculator

Key Skills and Competencies:

- Adaptability to Change
- Customer Service Orientation
- Listening, Understanding and Responding
- Teamwork and Cooperation
- Strategic Orientation
- Results Orientation

Acadian Credit Union offers a very competitive benefit package and a salary commensurate with experience.

Applications close on **August 13, 2018 at 9:00 am.**

To explore this opportunity, please send your resume and cover letter (MS Word format), in confidence to:

Lina Larade, Supervisor of Operations

Acadian Credit Union Limited

15089 Cabot Trail

PO Box 250

Cheticamp, NS B0E 1H0

llarade@acadian.creditu.net

Phone (902) 224-2055

Fax (902) 224-3510

Please note that preference will be given to candidates who most closely meet the knowledge, skills and competencies outlined above. We wish to thank applicants in advance and only candidates selected for an interview will be contacted.