

**Applications are invited for:**

**Saturday & Holiday Relief Member Service Advisor.**

This person must be available to work every Saturday and during holiday periods – no experience necessary for this role.

**General Scope of these Roles:**

These roles will be accountable to the Operations Manager of the Credit Union for carrying out a range of administrative and operational activities that contribute to the effective running of the Credit Union, such as;

- Provide full counter services to members, i.e. teller, pay-outs & foreign exchange
- Present and explain Credit Union services and products to members and assist in meeting members financial needs
- General back office work

**The ideal candidate will have;**

- Excellent communication, clerical and I.T Required
- Working towards, satisfying minimum competency requirements, such as third level degree, QFA or CUA.
- Strong oral and written communication skills

Closing Date: 19<sup>th</sup> April 2024

**Applications should be emailed to:** [careers@tullamorecu.ie](mailto:careers@tullamorecu.ie)

**Flexible working arrangements may be considered, if deemed appropriate for the role on offer, however, any such flexibility may change depending on the business requirements of the Credit Union**

**Tullamore Credit Union Ltd is regulated by the Central Bank of Ireland, and is an equal opportunities employer**