



## **MEMBER SERVICE REPRESENTATIVE POSITION ERICKSON, MB**

Compass Credit Union is currently looking for a candidate to fill the role of a **Full-Time 8- Month TERM Member Service Representative (MSR) at our Erickson Branch**. This position has future possibilities of a term extension or permanent position.

### **The Position**

Reporting to the Manager of Member Service and Administration, the successful applicant will be responsible for handling all cash and non-cash transactions. MSR will also provide a full range of member services such as processing withdrawals, deposits, responding to member inquiries and analyzing their needs to assist members to utilize the products and services that best meet their needs.

### **Experience/Education:**

The successful applicant will possess a Grade 12 diploma with a minimum 1 year customer service and/or cash handling experience. Strong verbal and written communication skills are required as well as experience with Windows and Microsoft Office. Previous credit union experience and DNA Banking Software would be considered an asset. Applicants with a combination of other equivalent education and work experience may be considered.

### **The Credit Union**

Compass Credit Union, formerly Crocus and Erickson Credit Union, have two branches in Brandon, one in Erickson as well as a majority interest in an insurance agency. We have a membership base of about 6,100 members, assets of \$215 million and a staff complement of approximately 35. Salary will be based on qualifications and experience.

Please send **resume** and **covering letter**, in confidence, **by Friday May 07, 2021**, to:

Melanie Krauss-Wakely  
Manager of Member Service & Administration  
Compass Credit Union Limited  
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