



An Exceptional Career & Vibrant Lifestyle. **Have it All at Sunshine Coast Credit Union.**

Sunshine Coast Credit Union is one of the Coast's largest and most well-respected employers, proudly providing financial solutions to over 17,000 members. If you are looking to further your career at a fast growing organization where initiative is encouraged, we are interested in hearing from you.

CAREER OPPORTUNITY **FT Term Administrative Support role – Administration Branch** **12 months**

Under direction from the department leader, the Administration Support employees enrich member lives by providing exceptional service to the branches in their efforts to serve the member. Administration Support employees are responsible for various administration and clerical duties in the various administration departments including the finance department. These positions require individuals with strong analytical and communication skills and the ability to work in partnership with respect to other SCCU functions. The incumbents will be self-motivated and have excellent time management and prioritizing skills. This role will provide relief and back up support to various roles in the administration branch.

QUALIFICATIONS

High School diploma, plus relevant experience in the financial industry or an equivalent combination of education and experience. In addition, the employee must have completed or be willing and able to complete specific credit union courses. Accounting and payroll experience will be considered an asset.

HOW TO APPLY

Additional detail about this position is available through Human Resources. If you are intrigued by this opportunity, please submit a current resume and cover letter in confidence to Human Resources by email:

yourfuture@sunshineccu.net

CLOSING DATE: Open until filled

Those candidates who meet these qualifications will be given priority. However, consideration may be given to those candidates who do not meet the full job qualifications on the condition that upon acceptance, the successful candidate will commit to meeting job qualifications within an agreed period of time. External candidates will be considered.

All applicants who are interested in developing in this area are encouraged to apply.



Coaching Wise is an International Coach Federation designation that recognized an organization's commitment to building and sustaining a coaching culture, assisting employees at all levels to achieve tangible business results, improve their leadership skills, and unlock their potential to grow as individuals.