

**Company:** Sunshine Coast Credit Union  
**Job Type:** Part Time



### **OPERATIONS CLERK**

Launch your professional career! We have an exciting opportunity for someone to provide their exceptional service through prompt and efficient responses to the membership and our branch team members. This position services both internal departments as well as Sunshine Coast Credit Union Members.

We offer a highly competitive wage, career progression, ongoing learning and development, and an impact on our local community. Join us on the beautiful Sunshine Coast and get the best of both worlds – a relaxing lifestyle filled with recreational activities including boating, hiking, and much more, while only a short 40-minute ferry trip from Vancouver.

### **What You will Do**

Reporting to the Operations leadership, the Operations Clerk enriches member lives by being the first point of contact for members by providing prompt and courteous telephone service and referring these calls to the appropriate departments/branches and or staff. In addition, responsibilities include providing end user support, trouble shooting and resolving routine to moderately complex banking system issue for branch employees. You are responsible for performing a wide variety of routine administrative duties and will also provide project work support. This position requires an individual with strong telephone communication skills and the ability to work in partnership with respect to other SCCU functions. The incumbent will be self-motivated, have excellent communication, time management, problem solving, prioritizing and analytical skills.

### **What Does the Ideal Candidate Bring?**

In addition to formal post-secondary education and administrative experience, we are looking for an individual who is incredibly organized, with an ability to prioritize workflow and anticipate needs, and who is tech-savvy. The incumbent will be self-motivated, have strong communication, analytical, time management, and prioritizing skills. You are curious and motivated to make things better.

### **About Sunshine Coast Credit Union (SCCU)**

For over 81 years, Sunshine Coast Credit Union and their members have been helping build a healthy, strong, vibrant Coast community. We are a full-service financial institution with assets exceeding \$850 million, serving 17,600 plus members in three growing coastal communities in British Columbia. Sunshine Coast Credit Union is committed to enriching the financial well-being of our members and our community.

### **How to Apply**

If you are interested in this exciting opportunity, please submit a current resume and cover letter in confidence to: [yourfuture@sunshineccu.net](mailto:yourfuture@sunshineccu.net). The posting is **open until filled**. *We thank all candidates for their interest, however, only those selected for an interview will be contacted. **Please note, proof of COVID-19 vaccination is required.***

*An exceptional career & vibrant lifestyle. Have it all at Sunshine Coast Credit Union.*