



## CAREER OPPORTUNITY

The General Employees' Co-operative Credit Union Limited (GECCU) is seeking to recruit a qualified and experienced candidate for the position of **Administrative Clerk** at its office located in **Canouan**.

### **Summary of position**

The Administrative Clerk shall be responsible for supervising the day to day operations of the office and performing a variety of clerical and member service tasks to assist with the smooth operation of the office.

### **Key duties and responsibilities include:**

- Assists with processing accounts;
- Vets applications for membership in the credit union;
- Assists in completing loan applications and disburses loans in accordance with policy guidelines;
- Supervises the daily balancing of cash transactions;
- Prepares and submits reports on activities to the Accounts Department and Chief Executive Officer;
- Works in collaboration with the Education Committee and Marketing Department on outreach initiatives geared towards expanding the credit union's membership base.

### **Qualifications and experience**

- Associate Degree in Business Management or related field
- Minimum of two (2) years' supervisory experience in a related field

### **Competencies**

- Strong customer/member relationship building skills
- Good people management skills
- Ability to work with minimal supervision
- Meticulous attention to detail
- Ability to maintain a high level of integrity and confidentiality
- Ability to communicate effectively, both orally and in writing
- Ability to work independently and as part of a team
- High level of interpersonal, organisational and efficient time management skills
- Proficient in Microsoft Office Suite

**Salary scale:** commensurate with qualifications and experience

**Closing Date for Applications – September 30, 2023**

Letters of application accompanied with proof of qualifications, resumé and two (2) recent testimonials, should be submitted to:

The Operations Officer  
GECCU Limited  
P.O. Box 1636  
Halifax Street  
Kingstown

Only applicants who are shortlisted will be notified.

**The successful candidate will be responsible for housing accommodation in Canouan.**