

CAREER OPPRTUNITY

The **General Employees Co-operative Credit Union Limited (GECCU)**, the largest credit union in St. Vincent and the Grenadines is seeking to recruit a qualified and experienced candidate to join its team as Administrative Officer at its office in Georgetown.

Summary of Position

The Administrative Officer will oversee the daily operations and staff management at the branch, ensures compliance with the credit union's policies, procedures and regulatory requirements and delivers exceptional member service.

Duties include but are not limited to the following accountabilities:

1. Ensures that high quality service standards are consistently met to enhance member satisfaction;
2. Interviews and processes loan applications according to approved policy guidelines and procedures;
3. Supervises the accounting and treasury functions of the branch; including authorizing account transactions;
4. Supervises, mentors and coaches the team to achieve performance and service excellence;
5. Ensures timely preparation and submission of daily and monthly reports; including reports related to Western Union transactions;
6. Ensures adherence to anti-money laundering (AML) and other compliance regulations relevant to the credit union's operations;
7. Ensures that documents are accurately filed and accessible for auditing reference;
8. Liaison regularly with Branch Co-ordinator on branch related matters;
9. Assists in marketing the credit union.

Qualifications and Experience

- Bachelor's Degree in Business Administration, Management, Finance or related field
- 3 years' experience in a supervisory role, preferably in a financial institution

Competencies

- Member-centric mindset with a passion for delivering exceptional service;
- Strong analytical and problem solving skills
- Strong business acumen
- High level of interpersonal, organizational and efficient time management skills
- Ability to maintain a high level of integrity and confidentiality
- Meticulous attention to detail
- Effective people management skills;
- Ability to communicate effectively, both orally and in writing
- Ability to work independently and as part of a team
- Ability to respond quickly and effectively to changing situations and to make sound decisions in a fast paced environment.
- Proficient in Microsoft Office Suite

Remuneration: Commensurate with qualifications and experience. Benefits package include corporate uniforms, health insurance, pension plan, paid leaves, and professional development opportunities.

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

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

The closing date for receipt of applications is December 20, 2024.

Only applicants shortlisted for further consideration would be notified.