

TEMPORARY MEMBER SERVICE SUPPORT RECEPTIONIST

4.5 MONTH CONTRACT

Weyburn Credit Union Limited

The Weyburn Credit Union is seeking the services of a highly motivated energetic professional who is willing to accept new challenges and work effectively as a team member to provide quality financial services to our members. This position reports directly to the Member Service Support Manager and will be responsible for receptionist duties within the Member Service department, and to perform complex secretarial and administrative functions enhancing the image of the credit union through typed communication and report presentation.

Qualifications:

- Completion of a secretarial course plus 2-4 years of related work experience.
- Proficient PC skills using Word and Excel software packages.
- Build and sustain effective working relationships with staff, members and community.
- Strong communication skills, both written and verbal.
- Strong organizational and time management skills to handle multiple priorities.

Compensation:

- Salary to commensurate with qualifications and experience.

Closing Date:

Please submit your resume in confidence by **May 6, 2008** to:



Valerie Ness
Manager of Human Resources
Weyburn Credit Union Limited
P.O. Box 1117
Weyburn, SK S4H 2L3

Visit our website at www.veyburn.cu.sk.ca for more information about our organization.

Weyburn Credit Union would like to thank all applicants for their interest; however, only those selected for interviews will be contacted.