



Comhar Chreidmheasa Chorca Dhuibhne Teoranta

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An Phríomhshráid
An Daingean
066-9151919



Folúntas / Vacancy

Comhar Chreidmheasa Chorca Dhuibhne Teo

Has a vacancy for the position of **Teller & Credit Controller (part-time)**

Tá folúntas ar fáil mar Airgeadóir & Rialtóir Creidmheasa (páirtaimseartha)

Job Title/ Teideal Poist:

Teller & Credit Controller (Part Time) / *Airgeadóir & Rialtóir Creidmheasa (páirtaimseartha)*

The Position / An Post: The position is a dual position which is being offered on a fixed 12 month contract on a part-time basis consisting of **15 hours per week** in total.

The Teller will report to the manager and will be responsible for processing a range of member facing services offered by the credit union. The Teller will also process member services by telephone and on-line.

The Credit Controller will be accountable to the Manager for the progressive implementation of credit control procedures in consultation with the Manager and the Credit Control Committee in order to minimise the number of accounts in arrears. The Credit Controller will take ownership and responsibility for the entire credit control process.

The Person / An tIarrthóir:

The successful candidate should ideally possess the following:

- Experience working in a Credit Union, financial institution or customer service role.
- Relevant financial qualification will be an advantage
- Excellent verbal and written communication skills
- An appropriate level of IT skills to include knowledge of online services
- An understanding of the Credit Union, its philosophy and business model
- Flexible to work on alternate Saturday morning's
- Cumas labhartha sa Ghaeilinn riachtanach agus cumas scríofa sa Ghaeilinn ina bhuntáiste

The person must be willing to undertake training and continuous professional development as may be required.

Socrófar tuarastal de réir taithí & cáilíochtaí.

Is Fostóir Comhdheiseanna é an Comhar Creidmheasa. Déanfar dícháiliú de bharr stocaireachta.

A cover letter with C.V should be sent by post or email to / *Seol litir chumhdaigh & CV sa phost nó ar ríomhphost go: eolas@cccdteo.ie - nó sa phost go:*

The CEO / An Príomhfheidhmeannach,
Comhar Chreidmheasa Chorca Dhuibhne
An Phríomhshráid
An Daingean
Co. Chiarraí

Closing date for receipt of applications / An dáta deiridh a nglacfar le hiarratais:
Friday/Dé hAoine 13th October/13 Deireadh Fómhair 2017