



Position:	Financial Service Representative
Status:	Full-time
Location:	Winnipeg Branch
Posting Closes:	November 22th, 2023
Salary Grade:	5 (\$43,485 - \$52,182)

Me-Dian Credit Union is the first Indigenous full-service financial institution to be founded in Canada. Our mission is to provide Financial Services for First Nations, Métis, and Inuit Peoples. We are responsive to the needs of members, no matter where they live or how they choose to access our services. If you are interested in becoming a part of a dynamic and diverse team working in a fast-paced and rewarding career, please consider applying for this opportunity!

A day in the life as a Financial Service Representative:

You will evaluate, authorize, or recommend approval of personal loans. Work with members to identify their financial goals and suggest appropriate Products and Services. Providing members with financial guidance and financial literacy. You would be a part of a dynamic and diverse team collaborating closely with various internal departments to provide excellent and efficient member service by:

- Interview members and potential members, Analyze and Approve all credit products within specified limits, and refer loan applications outside those limits to management for approval. Provide members with financial guidance, financial literacy and suggest appropriate products and services.
- Prepare documentation for all products and services provided to members.
- Answer inquiries from members regarding our credit products, account and loan activities, service charges, etc. Update banking system with members information.
- Document notes regarding important conversations or payment arrangements for delinquency. Adding restrictions when needed.
- Open New Memberships, sub – accounts and administer estate accounts.
- Assist the Member Care Specialist and Sr. Lending Administrator in the delinquency process.
- Additional responsibilities may include other tasks or projects as required.

What are we looking for:

- Formal Post-Secondary education in Business Administration with a focus on Financial Services OR 2 years previous professional experience in a financial institution
- Strong Commitment to teamwork with the ability to work collaboratively in a team-based organization.
- Excellent verbal and written communication skills.
- Ability to work under minimal supervision, within a highly regulated environment.
- Ability to interact with members from diverse cultures and backgrounds.
- Community focused, whether our own community or other communities.

If you are interested:

Please email your resume and cover letter to LeadershipTeam@mediancu.mb.ca. We would like to thank all candidates interested, however only those selected for further considerations will be contacted for interviews.

We encourage First Nations, Métis, or Inuit to apply as Me-Dian Credit Union is dedicated to employing a diverse team to meet our member's needs!

Phone: (204) 943-9111
Fax: (204) 942-3698
Email: LeadershipTeam@mediancu.mb.ca

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“Remembering the Past – Creating our Future.”