



Kildare Credit Union Ltd.

Rea House, Bride St., Kildare Town, Co. Kildare, R51 KF44

Phone: 045-521928

Email: info@kildarecu.ie

Web: www.kildarecu.ie

Vacancy – Teller/Office Administrator

Kildare Credit Union is accepting applications for the position of Teller/Office Administrator. The successful candidate will be required to work between the 3 offices of Kildare Credit Union – Kildare, Kilcullen and Narraghmore.

Key Responsibilities:

- To provide a quality service to members at the counter, processing lodgements, withdrawals, loans and repayments and onboarding new members.
- Process direct debits, standing orders, EFTs and amend mandates.
- Accurately and competently handle cash, reconciling cash balances daily.
- With training, develop an excellence in resolving member queries to the highest levels of service across diverse areas from advising on credit union products to the various methods members can access these services.
- Ensure compliance with existing and new systems & controls as well as policies & procedures.
- Complete other duties as required by the management team.

Skills and competency requirements:

- Strong teamwork ability
- Excellent written, administration and oral communication skills with strong interpersonal skills.
- Member focused with a proven track record delivering exemplary customer service.
- Excellent I.T. and administration skills.
- Experience working in a frontline role within a credit union or financial institution would be a distinct advantage.
- An appreciation and an awareness of the credit union ethos.
- APA, QFA, CUA or actively working towards a qualification is preferable. The chosen applicant must be willing to commence registration upon commencement of the role and exams thereafter, in line with the Minimum Competency Code (MCC) requirements for the role.

Kildare Credit Union Limited is an Equal Opportunities Employer. This is a full-time position working 38 hours per week, working week will be Tuesday to Saturday. Please apply in writing with full CV to: CEO, Kildare Credit Union Ltd, "Rea House", Bride Street, Kildare, Co Kildare, R51 KF44. Closing date for applications: Wednesday 14th May 2025.

The Recruitment Privacy Notice of Kildare Credit Union is available on our [website](#) and on request in our offices.