



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 – Lending & Administration Officer

Kildare Credit Union is accepting applications for the position of Lending & Administration Officer mainly based in the Kildare or Kilcullen office.

Key Responsibilities:

- Engage with members to discuss their lending query
- Ensure members are attended to in a timely and efficient manner
- Advise members on document requirements
- Assist members with the drawdown of their loans and repayment plans
- Discuss loan cases with other lending officers
- Loan underwriting
- Dealing with all income loan documents in a timely manner
- Develop a knowledge of our lending products
- Decide on applications within an agreed approval limit.
- Engage with members at every opportunity to ensure we provide an excellent member experience
- Promote and market the lending products of the credit union.

Skills and competency requirements:

- Strong teamwork ability
- Lending experience an advantage.
- 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.
- Marketing experience an advantage.

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.