



St. Francis Credit Union



#JOB-2361279



St. Francis Credit Un Friars W, Co. Clare, V95

P903



No of positions : 2



Paid Position



37.5 hours per week



30200.00-31824.00 Euro Annually



16/10/2024



30/10/2024

### How to apply

#### Application Method :

Please apply to the vacancy by the following means:

Email : [HR@stfranciscu.ie](mailto:HR@stfranciscu.ie)



Open your camera app & point here to view this ad online



## Clerical Officer

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Frontline role dealing with multiple queries and tasks as well as processing day to day financial transactions for the credit union members as required at the Counter, over the phone and online.

The Clerical Officer will be the main point of contact for all existing and potentially new members.

The key purpose of the job is to support members by providing a superior level of assistance and service in a timely and efficient manner.

Education requirements:-

Strong IT skills including MS Office Suite

Strong Customer support experience with an excellent telephone manner

Experience of handling correspondence and handling sensitive and confidential data

Excellent Communication Skills

Good interpersonal skills

Working towards completion of APA qualification would also be advantageous

Office Experience an advantage

Drivers licence is advantageous

- **Sector:** financial and insurance activities

### Career Level

- Entry Level

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Financial
- **Competency Skills:** Collaboration, Initiative, Teamwork, Working on own Initiative