

Employment Opportunity



Investment Assistant

Radius Credit Union Limited – flexible location
2 Part-Time Positions Available

We are seeking two individuals to join our team as a part-time **Investment Assistant**. These positions will be responsible for assisting the wealth management team with administrative duties and estate management. The Investment Assistant will be responsible for processing financial transactions, documentation, and working with members/Investment Team for all estate files. Duties will also include supporting all administrative functions for the Wealth Management department. This successful applicant will cross-sell the full range of credit union products and submit referrals to other departments or specialists as necessary.

These two positions are being offered as 50% part-time, with the other 50% workload to be filled with a pre-existing position. Details of the working agreement will be discussed through the interview process. The successful applicant will commit to attaining an approved mutual fund license within a specified time period.

Preferred/Ideal Qualifications:

- Grade 12 Diploma plus 1-3 years related experience, (a combination of education and experience will be considered)
- Mutual Funds License (or willing to obtain)
- Proven success working in a sales, service and goal oriented environment.
- Highly motivated with excellent interpersonal, communication, and time management skills.
- A demonstrated commitment to ongoing professional development.

The Credit Union / Organization:

Radius Credit Union is a rural based community focused credit union with seven (7) branches, assets over \$465 million and nearly 50 employees serving 4700 members. **Radius Credit Union builds relationships by providing financial solutions and supporting its communities.** Employee engagement is valued and there is ample opportunity for growth for career minded individuals.

The Communities:

Radius Credit Union has seven branch locations in Avonlea, Ceylon, Pangman, Ogema, Radville, Torquay and Tribune. We have been serving the area for over 60 years! All branch locations are based in rural southern Saskatchewan Towns and Villages. Each of our communities have varying amenities, recreational facilities and services. With major shopping and service centers within a 1- 1.5 hour drive.

Compensation:

Radius Credit Union offers a competitive compensation package including a 7% matched defined contribution pension plan administered by the Co-operative Superannuation Society, participation in a Variable Incentive Program, a full range of employee benefits including medical, dental, EAP and life/disability insurance.

If you are interested in becoming a part of our team, please submit your resume, in confidence, on or before December 24, via email or mail to:

Radius Credit Union

Box 339

Ogema, SK S0C 1Y0

Attn: Michelle Leonard, HR & Marketing Coordinator

michelle.leonard@radiuscu.com

Posting will remain open until a suitable candidate has been hired. We appreciate the interest of all applicants; however only those under consideration will be contacted.