

Position: Permanent Member Officers (Entry Level) – Navan

Credit Union Plus (CUP) is one of the largest Community Credit Unions in Ireland with a footprint across three Counties, with offices in Ballivor, Ballyjamesduff, Clonmellon, Dunshaughlin and our Head Office in Kennedy Road, Navan, Co. Meath.

We have expanded our member offering here at Credit Union Plus with a complete suite of financial services now available, including Current Accounts with Visa Debit Cards, Online/Mobile Banking, Mortgages, Business Loans, Insurances, and the full range of Personal Lending options. It is an exciting time for CUP and we have openings for Member Officers (Entry Level) to join our Member Services Team in Navan.

We are seeking enthusiastic people to join our busy Credit Union. The positions are in the Navan Branch, on a permanent contract basis, working full-time 5 days per week. Saturday work is compulsory. Candidates must be flexible towards their working hours and must be available to work in other branches of Credit Union Plus as required.

Employee Benefits include fully supported opportunities for further training and education pertaining to the role, Employee Assistance Programme, eligibility to join the Defined Contribution Pension Scheme matched with Employer contribution (post minimum service requirement*), work in a supportive and collaborative team environment and lots more.

Requirements for the Role:

Servicing all aspects of Member Service activities online, via phone and in branch, including back-office, ensuring policies and procedures are adhered to. Providing high quality, friendly service and actively engaging with members by promoting the services and benefits of CUP membership.

The ideal candidate should have:

- Experience of working in a busy cash handling environment is essential.
- Experience in a fast-paced customer focused environment would be a distinct advantage. (including front-of-house/hospitality/retail)
- A professional qualification/Designation such as QFA or APA Loans would be an advantage but not essential. However, appointees without a qualification outlined above, must be willing to undertake study to achieve the relevant qualification. (Central Bank Minimum Competency Requirements).
- Excellent organisation & administration skills.
- Detail oriented, with a high level of accuracy and efficiency required.
- Excellent communication and interpersonal skills.
- Good I.T. skills with an ability to trouble-shoot issues encountered.
- Ability to work on own initiative as well as part of a team.

Applicants may send their CV and covering letter (quoting **MO Navan** in the email subject line) outlining the reasons why they believe that they are suitable for the role.

Email to recruitment@creditunionplus.ie

Closing date: Mon 29th September 2025