

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.

Credit Union Plus offers a complete suite of financial services including; Current Accounts with Debit Cards, Online/Mobile Banking, Mortgages, Business Loans, Insurances, and the full range of Personal Lending options. It is an exciting time for Credit Union Plus 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 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, Defined Contribution Pension Scheme matched with Employer contribution, work in a supportive and collaborative team environment and lots more.

Starting Salary €30,500 p.a., increase applicable on achievement of APA designation - MCR\*

### Requirements for the Role:

Servicing all aspects of Member Service activities online, via telephone 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 – MCR\*).
- 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.

### The Application Process:

Those wishing to apply for these positions should email their CV and covering letter to:

**Email: [recruitment@creditunionplus.ie](mailto:recruitment@creditunionplus.ie)** Please quote “**MO Navan**” in the subject line.

**Closing date: Sat 17<sup>th</sup> October 2026**

***Credit Union Plus is an Equal Opportunities Employer***