



## Branch Assistant

### Full-Time, Contract (Summer 2021)

#### About You:

You're looking to grow your skills with office work experience this summer or perhaps are looking to gain different experience between roles. You want to contribute your expertise and time in an organization that makes a difference in people's lives and in the community. You're an enthusiastic team player, and want to work in a small, smart and hardworking team. **Does this sound like you? Read on!**

#### What You'll Be Doing:

You'll play a critical role in completing project work and supporting our team members in a variety of ways, working in our Estonian House branch.

- Review various product files, makes appropriate updates, scan documents and filing paperwork.
- Assist with accounts payable activities on a weekly basis, including entering invoices into the accounting system.
- Order and manage office supplies.
- Support employee and member health during the pandemic.
- Support staff engagement by coordinating occasional activities.
- Provide general administrative assistance to other team members as needed.
- Apply an attention-to-detail mindset to all work assignments and complete project work on time.

#### About You:

- Are detail oriented and complete your work accurately.
- Enjoy working with computers, are comfortable working with Word, Excel and email.
- Are well-organized and complete your assignments on time.
- Genuinely like helping others / have a customer service mindset.
- Have excellent interpersonal skills and work well with others.
- Are discrete – you will protect credit union and employee privacy and security.
- Are fluent in English; Estonian/Latvian are preferred assets.
- Are enrolled in school or have a degree/diploma or other relevant post-secondary training

This position may provide the opportunity to evolve into a permanent role and take on additional responsibilities based on your ability and career goals. We offer competitive compensation, on the job training, and a friendly work environment.

#### How to Apply?

If this sounds like you, please submit your resume and cover letter to: [careers@northernbirchcu.com](mailto:careers@northernbirchcu.com)

**The successful candidate must complete a full background check, be bondable and be permitted to work in Canada.**

*Northern Birch Credit Union is committed to employment equity and encourages applications from all qualified candidates. Recruitment related accommodations will be provided upon request.*

We thank all candidates; however, only those to be interviewed will be contacted.