

Harlowsave Credit Union - Members Services Officer

24 hours per week (Monday-Friday)

Salary £18,200 pa pro rata

We are looking for a motivated and enthusiastic individual to join our Member Services team.

Working in our Covid-safe office, you will be the first point of contact for our members, delivering a friendly and professional service to a diverse customer base. To be successful as a member services representative you should have strong customer service skills and enjoy working with people. The ideal Member Services Officer should be able to deliver exceptional member service experiences by resolving inquiries and complaints in a friendly and efficient manner and having a keen focus on detail and accuracy when processing transactions.

IT office package competence and good analytical abilities are needed for daily tasks which will include dealing with new membership applications, processing loan applications, accurate recording of database and banking transactions.

Full training will be provided in office processes and the IT system we use.

Job sharing arrangement will be considered.

*Should you be interested in the above role and would like a copy of the **job description and personal specification** call on **01279 446953** or **07923 260596**.*

*To apply please submit an **up-to-date CV** with up to 2 sides of an A4 sheet explaining how you meet the points set out in the Person Specification to hr.admin@htsgroupltd.co.uk or post to **HR & Payroll Assistant, HTS (Property & Environment) Ltd, Mead Park Estate, Harlow, Essex CM20 2SE***

Closing date: 27th June 2021

Interviews: week commencing 5th July 2021

HSCU is committed to equal opportunities and welcomes applications from all sections of the community.