

FINDING WORK



WAINWRIGHT CREDIT UNION

The Company

Wainwright Credit Union is a member owned financial institution serving the residents of Wainwright and area, with branches in Irma, Hughenden, Hardisty, Edgerton and Chauvin as well as an Agency in Consort. Wainwright Credit Union Ltd. was formed in 1943 with 38 members. Today it is a solid financial institution with over 10,000 members.

Wainwright Credit Union follows service standards to ensure each member receives preferred treatment. We make every effort to process loans quickly so members have a response when they need it. We offer competitive rates and tailor products for members and their business whenever possible. Wainwright Credit Union provides a rewarding and challenging career environment that balances the needs of employees with the goals of the organization. We employ over 80 energetic, highly skilled, service-oriented staff in seven different locations. We help employees reach their goals and achieve self-fulfillment. Wainwright Credit Union is a community oriented, friendly working environment.

The Work

Wainwright Credit Union currently employs 80 people in various positions, such as:

- Member Service Representative (MSR)
- Lender/Personal Account Manager
- Human Resources Officer
- PlanWright Wealth Consultant
- PlanWright Financial Planner
- Support Services Officer
- Compliance Officer
- Accountant
- System Support Analyst
- Accounting Clerk



Wainwright Credit Union Building and Branch Manager Kyle Scott

- Loan Administration Clerk
- Risk Officer
- Marketing Officer
- Member Services Officer

In addition, there are management career paths open to personnel, such as:

- Manager, Human Resources
- Manager, Support Services
- Manager, Marketing
- Manager, Risk and Compliance



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The Ideal Candidate

The ideal candidate to work at Wainwright Credit Union will have the following attributes:

- Friendly disposition
- Strong people skills
- Strong communication skills
- Fundamental computer skills
- Bilingualism is an asset

Educational Requirements

Member Service Representatives

- Grade 12 and customer service experience.

Lender/Personal Account Manager

- A Bachelor's degree in Commerce or diploma in Business Administration or progress through the education and training path from MSR 1.

Human Resources Officer

- Grade 12 plus a diploma in Human Resources Management or a four-year degree in Business Administration or Human Resources.

PlanWright Financial Wealth Consultant

- Grade 12, plus courses in financial planning, Life Insurance License (LLQP), Licensed Mutual Funds sales agent, plus
- One year of experience in financial services.

PlanWright Financial Planner

- Certified Financial Planner designation or equivalent, Life Insurance License (LLQP). Licensed Mutual Funds sales agent.
- One to three years credit union/banking/investment experience.

Support Services Officer, Compliance Officer, Accounting Clerk, Loan Administration Clerk, Risk Officer

- Grade 12 and related courses/experience, or
- Start as an MSR and progress to senior administrative position.

Accounting Clerk

- Grade 12 and post secondary courses, including accounting fundamentals.

System Support Analyst

- Grade 12 plus a Computer Science diploma or degree.

Accountant

- A Business or Commerce degree along with an accounting designation is preferred (CA, CMA, CGA).

Marketing Officer

- Grade 12 and related courses, with three years of marketing experience.

Manager, Marketing

- Additional education is required for a manager position. A diploma or degree in Marketing or Communications is required, plus a minimum of five to seven years of experience.

Branch Manager

- A degree in Commerce, or a diploma in Business Administration or follow career path from Lender/Personal Account Manager.

Training

Wainwright Credit Union offers a wide range of personal development opportunities for credit and non-credit courses. As well, employees are encouraged to attend in-house training sessions on business practices and product knowledge. Wainwright Credit Union also provides cross training employee development.

Student Employment

Applicants must be returning to a post-secondary education program in the fall to qualify, and must submit resumes between February 13 and March 2. Students are assigned to administration or front line positions.

Salaries and Benefits

We offer competitive wages and an excellent benefits package, along with a Variable Based Pay Program where employees are financially rewarded for meeting annual targets. We have an employee/employer shared pension plan, opportunities for advancement, as well as a staff clothing allowance. The Credit Union is a non-union workplace.

Employee Recognition and Service Awards

Wainwright Credit Union has developed a program to recognize employees for their contributions that are over and above their job duties. These might include volunteering to work on a committee, helping at a Wainwright Credit Union sponsored event or representing Wainwright Credit Union at a community event. Service awards are given out to recognize employees who have achieved significant milestones of dedicated service with Wainwright Credit Union and continuous service in the credit union system.

Vacations start at 3 weeks after one year of service.

Wainwright Credit Union sponsors an annual Christmas Party, Children's Christmas Party, and a Summer Party for staff and their families.

Hours of Work

The Credit Union is open the following hours:

Monday through Thursday: 9:00am - 4:00pm

Friday: 9:00am - 5:00pm

Some locations close for lunch hours and Consort Agency closes at 4:30pm on Fridays.

How to Apply

The Credit Union typically recruits by advertising internally, in the *Wainwright Edge*, online at www.wantjobgotjob.ca, or on the Alberta Central Credit Union website www.albertacentral.com.

For more information about careers at Wainwright Credit Union, or to see the latest job postings, go to www.wainwright-cu.com/about-us/careers.

Applicants should apply with a resume, and be prepared to provide references and proof of education or certification upon request. All applicants must be bondable and submit to a credit check.

Submit your resume to:

Meghan Doering
Human Resources Officer
Wainwright Credit Union
502 10 St., Wainwright AB T9W 1P4

Tel: 780 842-1771

Fax: 780 842-2855

Email: meghan.doering@wainwrightcu.ca

How to do your banking

any
TIME
any
WHERE

The ability to do your banking comes in all shapes and sizes...

Organizational Philosophy:
Wainwright Credit Union focuses on providing members with innovative products and services through the utilization of emerging technologies within the financial industry.

hyperWALLET™
Internet BANKING
mobile BANKING

www.wainwright-cu.com

Wainwright Credit Union
It's the right choice.

The Finding Work At Series can be found at www.wantjobgotjob.com, a website managed by the Wainwright & District Chamber of Commerce. This Series is a partnership project by the Government of Alberta, Wainwright & District Chamber of Commerce, Town of Wainwright, Wainwright Economic Development Board and Wainwright Military Family Resource Centre. For more information, contact the Chamber of Commerce at (780) 842-4910.

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