



The better way to bank

CUA is a full-service banking institution that offers flexible products, personalized service and quick decisions that are made in the local marketplace. CUA serves more than 20,000 individuals and businesses in the HRM / Halifax market. Our success is the result of the CUA Team, a collection of problem-solvers and opportunity-seekers who are genuinely interested in doing what is best for our members. CUA invites qualified, enthusiastic individuals to apply for the following career opportunity:

Receptionist / Administrative Assistant

Reporting to the Manager, Human Resources and Administration, the Receptionist / Administrative Assistant is accountable for general office duties such as courier, mail and all stationery-related orders. The position serves as the first point of contact for all corporate office visitors as well as responds to all incoming calls coming into the general line. The Receptionist / Administrative Assistant consistently provides a strong level of administrative support to the Manager, Human Resources and Administration and the President & CEO's office including creation and formatting of correspondence, briefings, meeting minutes, tables, presentations and other documents. The position actively arranges travel, meetings, catering and assists with preparation related to various corporate events.

Attributes:

As the successful candidate, you are an experienced Administrative Professional possessing high-level experience with MS Office Suite, basic accounting skills and are highly competent with IT and presentation equipment. Your strong attention to detail is complemented by your solid ability to prioritize and multi-task a variety of ongoing projects / requests. You have excellent typing skills, including speed and accuracy. Providing exceptional customer service in alignment with CUA's brand both internally and externally is important in this role, as is the ability to problem solve, listen, understand and respond to various requests.

Education / Experience:

- Minimum of three (3) years in an administrative support role;
- Completed a two (2)-year office administration course from a recognized institution;
- High school diploma or GED; or,
- Equivalent combination of education and experience will be considered.

This is a full-time position offering competitive benefits and compensation commensurate with experience and qualifications.

Closing date for this opportunity is **July 2, 2019**.

Method of Applying: Please apply by submitting a resume to careers@cua.com as well as providing your salary expectations. While we appreciate all submissions, only those considered for an interview will be contacted. Thank you for your interest in joining the CUA Team!