

## Member services representative - Part time

Lucan District Credit Union are seeking to recruit a part time individual to join our team. This is a seasonal role (minimum 8 hours – to include every Saturday - with the opportunity for additional hours over the holiday period.) This position would ideally suit a student who has an interest in the financial services sector.

The successful candidates will report to the office team lead.

### Main duties

- Providing excellent customer service to our members
- Responsibility for dealing with members in relation to
  - Counter Transactions
  - Issuing of Loans
  - Balancing and reconciling cash
- Operating computer system and all office equipment following sufficient training
- Filing of relevant member forms
- Dealing with telephone queries.
- Dealing with Foreign Exchange
- Other tasks or duties that may be assigned to you from time to time by the office Team lead.

### Key requirements

- Fluency in spoken and written English essential
- Ability to work on own initiative or as part of the team
- Excellent customer service skills

To apply, send your Curriculum Vitae along with a cover letter to [recruitment@lucancu.ie](mailto:recruitment@lucancu.ie)

The closing date for receipt of applications is **Friday the 3<sup>rd</sup> of April 2026**

Lucan District Credit Union Ltd. is an equal opportunities employer.

Canvassing will disqualify. We will shortlist candidates for interviews.

Lucan District Credit Union Ltd. is regulated by the Central Bank of Ireland