



Position: Administrative Assistant – Full Time 12-18 Month Term

Location: Journey Wealth Office – 2nd Floor 19 Royal Road, Portage la Prairie, MB

With a strong member service background, provides administrative and sales support to the Journey Financial planning and investment function. Responsibilities focus on enhancing client and member relationships through day-to-day monitoring, maintenance, and follow-up of financial accounts.

What you'll get to do:

- Working closely with the Journey Wealth team in managing day-to-day member inquiries, including administration of member accounts;
- Foster business development through service excellence, product knowledge and teamwork;
- Maintain open communication and cooperation with other staff to ensure a friendly and efficient work environment;
- Act as a team player by contributing to team results through listening, spotting opportunities and partnering with other Stride and Journey Wealth team members to best meet our members' financial needs;
- Continue to build a strong understanding of how Stride Credit Union, and Journey Wealth, assists in providing financial well-being to our members.

Who are we looking for?

We're looking for individuals who are excited about being the first point of contact with our Journey Wealth members, to provide simple financial help and promote our products and services. You're a natural relationship-builder, love meeting new people and can engage in helpful conversations focused on the member's needs.

- 2-3 Years of related experience in the member service environment;
- You are passionate about positively impacting not only your members but their communities as well;
- You are a big fan of team work and demonstrate your team spirit every day.

Training will be provided to ensure you have the tools you need to be successful. If this sounds like something you are up for, we want to hear from you!

Please submit your Resume and cover letter to hrinfo@stridecu.ca, or Human Resources, 19 Royal Road North, Portage la Prairie MB R1N 1T9. This posting will remain open until Wednesday, June 30, 2021.