



Journey Wealth is a subsidiary of Stride Credit Union

Position: Administrative Assistant (12-18 month term)

Location: Stride Credit Union Neepawa Branch

What's the Opportunity?

In this role, you will provide administrative and sales support to the Journey Wealth Team. Journey Wealth provides financial planning and investment support to clients and this role focuses on enhancing these relationships through day-to-day monitoring, maintenance and follow-up.

What you'll get to do:

- Provide administrative and reception support to the Journey Wealth Team, ensuring all files are complete
- Assist in the development and administration of client accounts which may include reviewing paperwork, contacting clients for information and preparing additional documentation
- Refer identified sales and service opportunities to the appropriate Stride or Journey Wealth Specialist
- Maintain open communication and cooperation with other staff to ensure a friendly and efficient work environment
- Maintain up-to-date knowledge of all branch deposit-oriented products, services and competitors' offerings by regularly reviewing literature and attending product updates

We're looking for someone with:

- A completed high-school diploma
- 1-3 years with financial institution or similar office environment experience
- A valid drivers license as some travel may be required during busy seasons

Why join Journey Wealth?

We offer an engaging work environment where creativity and autonomy are valued. You will receive a significant total compensation package including a competitive salary, eligibility for variable compensation and a matched pension plan. You will also receive additional benefits, such as:

- Extended health, dental and vision benefits
- Flexible work options, where available
- Employee banking benefits (including free chequing accounts, low interest credit card and bonus rates on deposit and lending products)
- Opportunities for professional development

If this sounds like something you are up for, we want to hear from you! Resumes will be accepted up to and including Monday May 29, 2023. Submit your Resume, and any questions you may have to careers@stridecu.ca