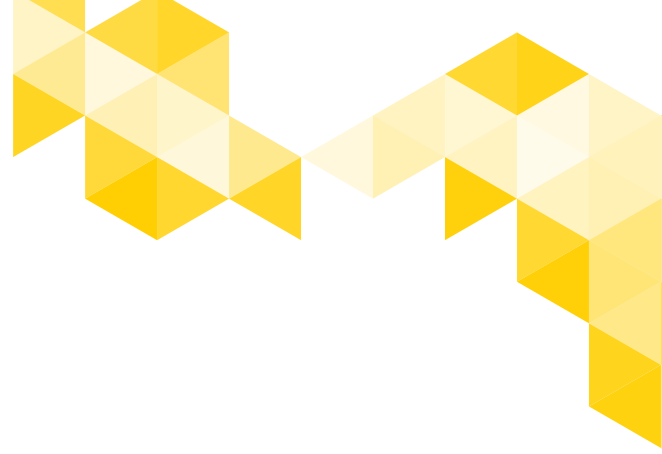




# CAREER OPPORTUNITY

## Receptionist - Full-time



### Join our Team as a Receptionist - Vermilion Branch

Are you someone who loves to greet people with a smile, thrives in a fast-paced environment, and enjoys helping others? We're looking for a friendly, motivated, and service-oriented individual to become the welcoming face of our Vermilion branch.

As our receptionist, you'll be the first point of contact for our members - setting the tone for a warm, professional, and helpful experience every time they walk through our doors or call in.

#### What You'll Be Doing:

- Greeting members and creating a welcoming environment
- Answering and directing incoming calls with courtesy and professionalism
- Scheduling appointments and managing calendars
- Assisting members with inquiries and providing exceptional service
- Promoting our products and services through strong product knowledge
- Processing routine financial transactions using our internal systems
- Completing daily balancing and preparing routine reports

To thrive in this role, you love connecting with people, take pride in delivering exceptional service, stay organized and focused under pressure, and genuinely enjoy being part of a team-first environment.

#### Why Join Us?

At Vermilion Credit Union, we're not just about numbers, we're about people. We offer a dynamic and supportive work environment, ongoing opportunities for professional growth, and the chance to make a real impact in the financial well-being of our community.

Looking to make a real impact, one member at a time? Apply today and become a valued part of a trusted financial institution that puts members first. We're accepting applications until **July 24, 2025**.

#### For further details contact:

Christa Grocock - Manager of Member Experience

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