



CREDIT UNION & CAISSE TRAINING & WORK EXPERIENCE PROGRAM

MEMBER SERVICES REPRESENTATIVES

ELIGIBILITY CRITERIA

- ✓ Permanent Residents with a valid Social Insurance Number
- ✓ Strong English Language Communication Skills (prefer Canadian Language Benchmarks (CLB) of 7 or higher)
- ✓ Bilingual (French /English) Language Communication Skills for Caisse positions (prefer (CLB) of 7 or higher)
 - ✓ Background in banking (teller) asset, but not required
 - ✓ Strong customer service and sales skills required
 - ✓ Proficient in use of computer, with attention to detail
 - ✓ Canadian cash handling experience preferred
 - ✓ Grade 12 High School Diploma or equivalent
 - ✓ Bondable
- ✓ Flexibility regarding location of employment and work hours (between Monday and Saturday)
- ✓ **Successful Completion of Banking Provelt assessment**

PROGRAM START DATE

FEB 20, 2018

PROGRAM DESCRIPTION

	Duration	Hours	Wage	Description
PART I: Pre-Training	4 weeks	9:30 am to 4:00 pm, Monday to Friday	\$14.25	Language and culture training with an orientation to financial and business language, Canadian and financial cooperative work culture, essential skills and other topics related to working as a Member Services Representative.
PART II: Work Experience	3 months	Full-time (37.5 to 40 hours per week); Monday to Saturday availability required	\$14.25	On-the-job training and experience as a Member Services Representative in a Credit Union/Caisse.

AFTER THE PROGRAM

Upon successful completion of the work experience program, participants will be guaranteed a minimum of **permanent part-time** employment along with a Certificate of Completion.

Kindly **pre-register** for the event by informing your Career Coach, or sending your full name and career coach's name to: jmu@manitobastart.com
Email Subject Line: "Credit Union"

Registered clients should arrive 15 minutes early.

If interested, please pre-register for this session for space and seating purposes