

JOIN OUR TEAM
Junior Clerk - GECCU Ltd. Union Island Office

Are you passionate about delivering excellent customer service and ready to build a career in financial services? GECCU invites applications for the position of **Junior Clerk** at its **Union Island sub-office**.

About the Role:

The Junior Clerk will play a key role in supporting member service operations. The successful candidate will assist with a variety of tasks including account processing, data entry, transaction handling, and general administrative support. This position requires a strong attention to detail, commitment to confidentiality, and a people-centric mindset.

Key Responsibilities:

- Assist members with account applications, withdrawals and general inquiries;
- Accurately process financial transactions;
- Maintain member records and ensure documentation is complete and compliant;
- Respond to member requests via phone, email, and in person;
- Assists with marketing efforts, including cross and upselling of the credit union's products and services;
- Provide administrative support and ensure proper filing of documents;
- Uphold regulatory compliance including AML/CFT requirements;
- Participate in risk management and operational support activities.

Qualifications and Experience:

- At least five (5) CSEC or GCE subjects including English Language and Mathematics
- Prior experience in a clerical, administrative or customer service role will be an asset

The Ideal Candidate:

- A team player with strong communication skills and a keen eye for accuracy
- Able to maintain confidentiality and demonstrate professionalism at all times
- Comfortable using computer systems and digital tools
- Flexible, organised, and proactive in supporting team goals

Why Join GECCU?

You will be part of a dynamic and supportive team committed to member service and operational excellence. GECCU offers opportunities for growth and learning within a stable and community-focused institution.

Additional Information:

- **The successful candidate will be responsible for securing their own accommodation in Union Island**
- **Only shortlisted applicants will be contacted**

Application Details:

Letters of application accompanied by proof of qualifications, résumé, and two (2) letters of recommendation should be addressed to:

The Human Resources Department
GECCU Ltd.
P.O. Box 1636
Halifax Street
Kingstown

Applications may be emailed to: **careers@geccu.com** or delivered to the office in Kingstown or Union Island. The closing date for receipt of applications is **August 8, 2025**.

Be a part of something meaningful, apply today and help us serve our members with excellence.