



The better way to bank

Members of the CUA Team work to create and deliver a great banking experience to 20,000 individuals and businesses across Nova Scotia. The CUA Difference is a combination of flexible products, personalized service and quick decisions made and delivered by people who know and love our Province. CUA's continued growth and member satisfaction reflects a team of committed problem-solvers who think big and outside the box to help others take a step forward in their financial health. If you are excited about the opportunity to help people achieve what matters most, while changing the way people think about banking, consider the following role.

Administrative Assistant / Receptionist

Reporting to the Executive Assistant to the President & CEO, the Administrative Assistant / Receptionist is accountable for general office duties such as courier, mail and all stationery-related orders. The position serves as the first point of contact for Corporate Office visitors as well as responds to all incoming calls coming into the general line. The Administrative Assistant / Receptionist consistently provides a strong level of administrative support to the Executive Assistant and to the President & CEO's office including creation and formatting of correspondence, briefings, meeting minutes, tables, presentations and other documents. The position proactively arranges travel, meetings, catering and assists with preparation related to various corporate events.

Attributes:

As the successful candidate, you are an experienced administrative professional possessing a high-level of experience with MS Office Suite, and are competent with IT and presentation equipment. Your strong attention to detail is complemented by your solid ability to prioritize and multi-task a variety of ongoing projects / requests. You have excellent typing skills, including speed and accuracy. Providing exceptional customer service in alignment with CUA's brand both internally and externally is important in this role, as is the ability to problem solve, listen, understand and respond to various requests.

Education / Experience:

- Minimum of three (3) years in an administrative support role;
- Completed a two (2)-year office administration course from a recognized institution;
- High school diploma or GED; or,
- Equivalent combination of education and experience will be considered.

Employment Equity, Diversity & Inclusion at CUA:

CUA strives to achieve a workplace where opportunities are based on skills and abilities and recognizes the value that diversity brings. We encourage applications from all qualified candidates, including those who identify as racially visible, indigenous, women in underrepresented roles, persons with disabilities and members of the 2SLGBTQI+ community. CUA supports candidates and employees with access and accommodation needs. If you are selected for an interview and require a specific accommodation, please let us know and we would be happy to assist.

This is a full-time position offering competitive benefits and compensation commensurate with experience and qualifications.

Closing date for this opportunity is **February 18, 2025**.

Method of Applying:

Please apply by submitting a resume to careers@cua.com as well as providing your salary expectations. While we appreciate all submissions, only those considered for an interview will be contacted. Thank you for your interest in joining the CUA Team!