



Drogheda Credit Union Ltd.
Clarke House, Laurence Street, Drogheda, Co Louth

Applications are invited for the position of

Member Services Officer – Drogheda and East Meath Branches

Drogheda Credit Union is a leading community-focused financial institution, committed to providing exceptional service and innovative financial solutions. With a strong presence across five branches in Drogheda, East Meath, Dunleer and Trim, we are dedicated to supporting our members and communities.

Job Purpose/Primary Objective

Drogheda Credit Union Ltd are recruiting a Member Services Officer for our Drogheda and East Meath Branches. The Member Services Officer will be accountable to the Drogheda and East Meath Branch Supervisors for carrying out a range of administrative and operational activities that contribute to the effective running of the Credit Union.

The Role

An exciting opportunity has arisen for a full-time Member Services Officer at our Drogheda and East Meath branches on a one year fixed term contract. The successful candidate will play a key role in supporting the day-to-day operations of the branch.

The Member Services Officer will deliver high-quality member service through both front-line interactions and administrative support. This position involves managing daily financial transactions, processing loan applications and addressing member queries effectively. A key aspect of this role is to assist both existing and potential members by providing a timely and effective service.

In addition to these responsibilities, the Member Services Officer will ensure meticulous maintenance of member records and actively engage in ongoing training to enhance personal skills. This commitment to professional development supports a collaborative and efficient environment that benefits all members.

Required Skills & Qualifications

- QFA (Qualified Financial Advisor) or APA (Accredited Product Advisor) qualification, working towards either qualification or willingness to study for the APA qualification.
- Strong verbal and written communication skills for effective member interactions.
- Ability to maintain accurate records and adhere to regulatory requirements.
- Demonstrated ability to work effectively both independently and collaboratively within a team environment.
- Preferably one to two years of experience in a customer-facing role within a regulated financial environment.



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Interested candidates should send a CV by email to Sarah Lynch at recruitment@droghedacu.ie

Closing date for receipt of applications is Friday 25th April 2025.

Click link to access the credit union recruitment privacy notice: <https://www.droghedacu.ie/careers>

Drogheda Credit Union is an Equal Opportunities Employer