



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

Applications are invited for the position of

Member Accounts Administrator

Summary of the Role

We are currently seeking a Member Accounts Administrator to join our team on a part-time, permanent basis for 2.5 days per week. This role is essential in supporting our members with their accounts and ensuring a smooth and efficient service.

Key Responsibilities

- Provide friendly and professional assistance to members in person, via email and over the phone, ensuring a positive service experience.
- Manage, track and follow up on member queries, ensuring timely resolution and proper documentation.
- Accurately enter and update data into the system, ensuring consistency and attention to detail.
- Process account applications and manage account transactions.
- Ensure accounts are managed in line with established policies and procedures.
- Liaise with third-party service providers and internal teams.

The requirements

- Strong communication skills with a focus on customer service.
- Demonstrates a positive, proactive attitude toward work.
- Eager to learn and adapt to new tasks and responsibilities.
- Proficient in basic computer applications, including email and Microsoft Office.
- Ability to collaborate effectively within a team 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 Thursday 27th November 2025.

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

Drogheda Credit Union is an Equal Opportunities Employer
Drogheda Credit Union is regulated by the Central Bank of Ireland.