



TEXTEL CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

Invites applications from suitably qualified applicants for the following position

Administrative Clerk I

SUMMARY OF DUTIES AND RESPONSIBILITIES

Summary Description: Primarily responsible for providing effective customer and administrative service for internal and external customers by utilizing excellent, in-depth knowledge of company products and programs as well as team members.

Position Responsibilities:

- Receive/payout cash and/or cheques for share purchases, deposits or loan payments and issue receipts to members/creditors after verification and authorization
- Respond to queries on loans, shares, deposits, insurances or any other credit union information
- Administer Credit Union Insurance products- including but not limited to onboarding, processing, maintenance and reconciliations of CUNA Insurances LPLS, FIP, Medical Plan, Medicaid and other insurance products
- Preparation of member correspondence e.g. Statement Letters, Embassy letters, non-indebted letters etc.
- Onboarding New members
- Establish and maintain filing system
- Assist with loan and delinquency matters
- Prepare monthly management reports for Board Meeting as required
- Payroll processing
- Perform any other related duties as required

REPORTS TO: General Manager

QUALIFICATIONS, EXPERIENCE, SKILLS, TRAINING

- A Minimum of Five (5) CSEC/ CXC O' Level passes inclusive of Mathematics and English
- Strong customer orientation
- Excellent interpersonal and communication skills
- Ability to integrate well within a high performing team and must be a strong team player
- Time management: the ability to organize and manage multiple priorities
- Commitment to company's vision, mission and core values
- Must possess a significant level of trust and diplomacy, in addition to courtesy and tact
- An Understanding of and the ability to follow all the requirements of all compliance regulations, including but limited to those of the FIU, AML/CFT and KYM as it specially relates to the job functions
- Must be able to work without direct supervision
- Must be flexible and able to prioritize time to meet deadlines
- Proficient with Microsoft office suite especially Excel
- A working knowledge of Emortelle Member Management Software will be an asset
- Any suitable combination of qualifications and experience

Interested persons must submit a resume with a cover letter by September 15th, 2025, to secretary@textelcu.com or in a sealed envelope addressed to:

**Chairman - Human Resources Committee
TEXTEL Credit Union Co-operative Society Limited
85 Henry Street
Port-of-Spain**

**Please note that your cover letter must include a response to the following question:
"If you joined our credit union, how would you contribute to advancing member engagement? Give a concrete example or initiative you would pursue in the first 90 days.**

Unsuitable applications will not be acknowledged