



## **An Exceptional Career & Vibrant Lifestyle.** **Have it All at Sunshine Coast Credit Union.**

Sunshine Coast Credit Union is one of the Coast's largest and most well-respected employers, proudly providing financial solutions to over 17,600 members. If you are looking to further your career at a fast growing organization where initiative is encouraged, we are interested in hearing from you.

### **CAREER OPPORTUNITY** **PT Financial Advisors' Assistant - SunCu**

Reporting to the Vice-President, SunCu, and under the general direction of the Financial Advisors (FA) the Financial Planners' Assistant contributes to enriching client lives by supporting the FA in providing exceptional service. This position assists the FA by supporting business building, maintaining and promoting client relationships and meeting client needs for expert and professional financial planning solutions. This position provides administrative support to the needs of the FAs, the client and the business. This position works as a member of the Wealth Management team to respond to enquiries and deliver timely and efficient service to clients. This position requires a detail oriented individual with excellent communication, problem solving, time management, and prioritizing skills.

### **QUALIFICATIONS**

One year post-secondary education in a general business program, plus 3 to 5 years of experience in an administrative role within the financial industry or an equivalent combination of education and experience.

In addition, the employee must have completed or be willing to complete following courses:

- Canadian Securities Course
- Code and Practices Handbook

### **HOW TO APPLY**

To learn more about Sunshine Coast Credit Union or this position, please visit our website at [www.sunshineccu.com](http://www.sunshineccu.com). We welcome applications from all interested applicants looking to further their career in a dynamic, team oriented environment. If you are intrigued by this opportunity, please submit a current resume and cover letter in confidence to [yourfuture@sunshineccu.net](mailto:yourfuture@sunshineccu.net) , this posting is open until filled.

*All applicants who are interested in developing in this area are encouraged to apply.*



CoachingWise is an International Coach Federation designation that recognized an organization's commitment to building and sustaining a coaching culture, assisting employees at all levels to achieve tangible business results, improve their leadership skills, and unlock their potential to grow as individuals.