

Infrastructure & Delivery Representative

"Working in Infrastructure & Delivery is very rewarding because of the diversity of the work, the learning experiences I have gained and the endless number of work options. I get a great feeling of satisfaction knowing that I am an integral part of the organization, as I work 'behind the scenes'."

What is an Infrastructure & Delivery Representative?

As an Infrastructure & Delivery Representative (I&D Rep) you play a significant role in the Common Wealth Credit Union support team. In this role you are provided with an excellent background of the banking system and its inner workings.

I&D Reps perform a variety of administrative functions associated with both the banking system and the loan system. This includes reconciliations, settlements and tracing. As an I&D Rep, you are responsible for initiating corrective action on problem accounts or branch errors and providing feedback to members with respect to loan and deposit inquiries.

How can I become an I&D Rep?

When looking for an I&D Rep, we look for an individual with a positive attitude who portrays a good sense of teamwork. Strong organizational skills and a commitment to accuracy are very important in this position. Applicants with post-secondary courses in office administration and computer literacy would be looked upon favourably. As many of the tasks involve working with accounting, reconciliations, balances and checks, previous experience in accounting or bookkeeping would be considered an asset. Previous banking experience is not required, but is helpful.