




Journey Wealth is a subsidiary of Stride
CREDIT UNION

Position: Journey Wealth Administrative Assistant (Full-Time, Permanent)

Location: Portage la Prairie, Journey Wealth Office

What's the Opportunity?

In this role you will provide administrative and sales support to the Journey Wealth Team. Journey Wealth provides financial planning and investment support, and this role focuses on enhancing these relationships through day-to-day monitoring, maintenance and follow-up of financial accounts.

The successful candidate may also have the opportunity to participate in Supervisory duties for a period of time.

What you'll get to do:

- Assist in the development and administration of client accounts which may include reviewing paperwork, contacting clients for information and preparing additional documentation
- Provide reception support to the Journey Wealth Office
- Refer identified sales and service opportunities to the appropriate Journey Wealth or Stride Specialist
- Maintain open communication and cooperation with other staff to ensure a friendly and efficient work environment
- Maintain up-to-date knowledge of all deposit-oriented products, services and competitors' offerings by regularly reviewing literature and attending product updates

We're looking for someone who:

- Completed their high-school diploma and has 1-3 years of financial institution or office environment experience, or an equivalent combination of both
- Excels at building relationships with a wide variety of people
- Has a high attention to detail
- Is a big fan of teamwork
- Has great verbal and written communication skills.

Why join Journey Wealth?

We offer an engaging work environment where creativity and autonomy are valued. You will receive a strong compensation package including a competitive salary plus commissions and a matched pension plan. You will also receive additional benefits, such as:

- Extended health, dental and vision benefits
- Employee banking benefits (including free chequing accounts, low interest credit card and bonus rates on deposit and lending products)
- Opportunities for professional development

If this sounds like something you are up for, we want to hear from you! Resumes will be accepted up to noon on Friday, December 20th. Submit your Resume, and any questions you may have to careers@stridecu.ca