

**Member Services Officer (MSO) or Member Services Executive (MSE) – Dublin Branches
(Primarily James Street) – 24th October, 2025
Health Services Staffs Credit Union Limited**

Position: *Member Services Officer (MSO) or Member Services Executive (MSE) – Dublin Branches*
Contract: *18 month FTC - Full Time - 35 hours per week.*
Reporting To: *Branch Manager/ Branch Team Co -Ordinator*
Location: *Dublin Branches primarily James Street Branch, Dublin 8*

Remuneration MSO : *€31,748 to €36,520 based on relevant previous working experience & qualifications**
Annual Leave 24 days
Occupational Pension Scheme

Remuneration MSE : *€38,259 to €49,146 based on relevant previous Financial Sector working experience & MCC qualifications**
Annual Leave 24 days
Occupational Pension Scheme

The Health Services Staffs Credit Union members is now regarded as one of the biggest Credit Unions in the country, with the largest Loan book. With just over 70,000 members, we offer a wide range of financial products and services to our members at competitive rates and attractive terms. We endeavour to be the most reliable, respected, and preferred financial institution for our members, providing good value, modern, accessible, and tailored services and support on a nationwide basis.

We now have an opportunity for an 18 month fixed contract to act as a Branch support between our Dublin branches (High Street D8, James Street D8 and/or Ranelagh Dublin 6 as and when required) The role will be primarily based in the James Street branch. We are looking for a **Member Services Officer (MSO) or Member Services Executive (MSE)** depending on experience and qualifications to join our organisation.

This is an excellent opportunity for a candidate who is looking to start a career in the credit union/financial sector (MSO) , or indeed an experienced candidate in this sector (MSE), who is seeking an opportunity to work in one of the largest Credit Unions in the country.

The contracted hours for this post are 35 hours per week: Monday to Friday 9am to 5pm

These positions will have a variety of duties including;

- Providing the members of the Credit Union with a courteous, pleasant and professional service primarily via our call centre, through our website / email or by providing back office support. On occasion may be required to assist members via face to face interactions.
- Processing of loan applications, assisting members with their account management, acting as teller, assisting members with Credit Control queries and assisting members with any of the range of services offered by HSSCU.
- Back office administrative / operational duties as the needs of the office dictate.
- Provide support, coaching and guidance to peers, in particular, to Member Service Officers in your team who are working towards their MCC accreditation. (*For MSE level only*)
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient Credit Union.

Persons Specification:

The successful candidate will be :

- Excellent organisational skills.
- Methodical with a high level of accuracy and attention to detail.
- Ability and confidence to communicate effectively both orally and in writing.
- Ability to work under own initiative with minimal direction.
- Ability to work to deadlines and targets, can prioritise tasks under pressure.
- Ability to work with and part of a team.

Competency Guide	Level (MSO)	Level (MSE)
Member Relationship Management	Very Strong	Vey Strong
Communication and Influencing	Strong	Strong
Teamwork and collaboration	Strong	Very Strong
Planning and priority setting	Good	Strong
Problem solving and decision making	Good	Strong
Results focus	Strong	Very Strong
IT, digital and social media	Good	Good
Technical: Knowledge of HSSCU Products & Services	Strong	Very Strong

(A full job description is available on request for both roles – email recruit@hsscu.ie)

Requirements for applicants at MSO level:

- The successful candidate will be required to satisfy the minimum competency requirements as set out in the Central Bank Guidelines for the sale of insurance products. (QFA/CUA incl Loans or APA in Loans & Savings & Investments /Pathways CU Diploma/ACCUP).
- The Credit Union will provide financial support for the successful candidate to obtain this qualification, if they do not have it currently.
- Good IT Skills
- Excellent Member/Customer Service Skills
- Excellent administration skills and attention to detail.
- 1 to 2 years' experience in a similar role would be an advantage but not essential.

Requirements at MSE Level:

- The successful candidate will be required to have previously satisfied the minimum competency requirements as set out in the Central Bank Guidelines for sales and related activities (i.e. QFA or CUA or APA in Loans & Savings and Investment or Pathways CU Diploma/ACCUP).
- A minimum of 2 years' working experience in a Financial Institution is required
- 1- 2 years' working experience in a similar role would be an advantage.
- Knowledge of SCION an advantage.
- Excellent IT Skills.
- Excellent administration skills and attention to detail.

*Please apply with a letter of application and full CV to the HRD Manager, by emailing recruit@hsscu.ie by **1pm, Tuesday, 21st of October 2025** with the reference in the subject line of **MSO/MSE Dublin Branches.***

Please note interviews expected to commence W/C 24th of October 2025.

We encourage applications from candidates with different backgrounds, experiences, and perspectives as it strengthens us, as individuals and as an organization. We are committed to positively supporting candidates with disabilities. If we can make any reasonable accommodations for you in the recruitment process to give you the opportunity to perform to your best, please email recruit@hsscu.ie or phone 01 6456908. Any information that you provide will be used only for the purposes of providing relevant support and will have no bearing on how your application will be viewed.

Health Services Staffs Credit Union is an equal opportunities employer, canvassing will disqualify. If you would like a copy of our Recruitment Privacy Statement, please request same by e-mailing recruit@hsscu.ie.