



Applications are invited from suitably qualified individuals for the position of:

SUPERVISOR – CREDIT DEPARTMENT

Core Functions

The incumbent will be responsible for assisting the Credit Manager in supervising the loan portfolio and strategic objectives to achieve member related service delivery standards. You will also be required to address all member service loan related requests and queries in a prompt, courteous and efficient manner to ensure that the Mission, Vision and Major Targets for JPS & Partners Credit Union are met.

Major Job responsibilities and duties will include but are not limited to:

1. Promoting and cross-selling the Credit Union's products and services to members and prospective members, by providing appropriate financial advice.
2. Enforce policies and procedures implemented within the Credit Union.
3. Manage the monthly Expected Credit Loss (ECL) report.
4. Approve loan requests as outlined in the Authorities Schedule Policy document.
5. Participate in policy development, policy review and strategic planning processes.
6. Support the Marketing Department in the marketing and promotion of all loan products.

Qualification and Experience

- Undergraduate Degree in Business Management/Administration, Finance, Accounting or an equivalent qualification from an accredited educational institution.
- Three (3) years' experience in equivalent position, particularly in Credit Administration, Risk or Compliance, preferably in a Credit Union or banking environment.

Knowledge Skills and Competencies

- Excellent human relations, financial counseling and problem solving skills.
- Ability to efficiently supervise the activities of a Credit Department.
- Ability to work under pressure and manage time effectively.
- Ability to communicate effectively, both verbally and in writing.
- High level of professionalism, honesty and confidentiality.

Applications should be submitted no later than **April 26, 2024**, addressed to:

The Human Resources Manager
JPS & Partners Co-operative Credit Union
65 ¾ Half Way Tree Road
Kingston 10
Email: jpscreditunion@jpscu.com

We thank you for your expressions of interest, however, only shortlisted applicants will be contacted.