

Credit Union Job Opportunity

Part-Time Teller

Looking for an individual who is professional, friendly and prompt with all members at all times.

Duties:

- Assist members at counter, telephone and on website.
- Process member financial transactions, including deposits, withdrawals and loan payments.
- Sell money orders, gift cards and stamps.
- Balance cash drawer and daily transactions.
- Post mail in payments and transactions to member accounts.
- Actively cross sell credit union services
- Perform a variety of miscellaneous tasks (when counter is slow) including shredding, filing, computer input and answering the telephone.
- Perform other job related duties as assigned.

Interested individuals should email resumes to: sandy@irvinworksfcu.org