

NOW HIRING

Part-Time Teller I

Normal Duties and Responsibilities:

1. Receive share deposits and loan payments
2. Handle withdrawals
3. Sell money orders, gift cards, and travel cards
4. Balance cash drawer daily
5. Prepare daily teller summary
6. File correspondences in members' files
7. Maintain night deposit log and mail log
8. Handle telephone inquiries when possible
9. Assist in any area as directed by the manager or department supervisor in a relief capacity

Qualifications:

Must Pass Drug Screening and Background Check

High school diploma or equivalent

Able to work flexible hours

Excellent Customer Service

Previous teller experience or cashier training

Business Casual Attire

Friendly attitude

Able to handle pressure

Attention to details

Schedule: Tentative- Must be able to work flexible work schedule

Salary:

\$9-\$10.00 per hour

Submit your application online...at the top of the home page, click on applications and choose employment application.