

NOW HIRING

Full-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:

High school graduate or equivalent
Previous teller and/or cashier experience
Pleasant and neat appearance
Pleasant in dealing with members
Good conversationalist
Ability to multitask and pay attention to details
Able to handle fast-paced environment

Schedule:

Monday 8:15-5:15
Tuesday 8:15-5:15
Wednesday 8:15-5:15
Thursday 8:15-6:15
Friday 8:15-6:15

Tentative schedule as needed

Salary:

\$10.00 per hour

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

Now Hiring

Part time Receptionist

Receptionist Job Responsibilities:

Answers phones with a pleasant professional greeting and serves members and visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of members or visitors arrival.

Receptionist Job Duties:

- Answers phones and welcomes members or visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs members or visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring incoming messages logbook: posting date, time, and purpose of call.
- Maintains telecommunication system by following credit union's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.
- Filing, marketing, knowledgeable of opening member's accounts, resetting online banking passwords, account inquires, and posting payments as needed
- Other duties as assigned

Receptionist Skills and Qualifications:

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Credit Union Operations. Starting pay scale: \$7.25