



**Position Announcement:** Credit Union  
**Position Title:** Teller/Member Service Representative  
**Department:** Member Services  
**Location:** 310 West 43<sup>rd</sup> Street, NYC  
**Classification:** Full-Time, Permanent Limited  
**No. of Positions:** 1

**Summary:**

Responsible for handling member transactions, including taking deposits, opening accounts, and investigating fees.

**Primary responsibilities:**

- Process routine account transactions.
- Open accounts, including savings and checking.
- Check for photo identification.
- Greet people warmly and direct them to appropriate Credit Union personnel.
- Handle mail loan payments and deposits.
- Promote bank products.
- Record all transactions.
- Report suspicious activity.
- Balance currency, cash and checks at end of each shift.
- Scanning and filing of documents
- Delivery and retrieval of mail at local post office/mail room
- Any additional duties as assigned

**Qualifications:**

- Communicate Clearly and easily with members and co-workers
- Ability to learn and comprehend information regarding various financial services and products
- Ability to thrive in a highly visible fast-paced environment
- High energy, enthusiastic team player with a sense of urgency

**Requirements:**

- Strong verbal communication skills required
- College Degree or currently attending College preferred
- High School Diploma or GED required
- Ability to lift and carry 25 lbs.

All interested persons meeting minimum qualifications are encouraged to submit a resume and cover letter to Kathya Pierre, Chief Executive Officer of the Credit Union. These can be delivered to her on the 2<sup>nd</sup> floor of the 310 West 43<sup>rd</sup> Street building, or sent via e-mail to [kpierre@1199federalcu.org](mailto:kpierre@1199federalcu.org).

1199 SEIU Federal Credit Union is an equal opportunity employer

**Posting date:** September 20, 2018

**Applications must be received by:** September 27, 2018