Position Announcement: **Credit Union**
Position Title: **Teller/Member Service Representative**
Department: **Member Services**
Location: **498 7th Avenue, 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 2nd floor of the 498 7th Avenue building, or sent via e-mail to kpierre@1199federalcu.org**.**

1199 SEIU Federal Credit Union is an equal opportunity employer

Posting date: **May 24, 2021**

Applications must be received by: **May 28, 2021**