



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: January 19, 2022

Applications must be received by: February 1, 2022