



**1199 SEIU Federal
Credit Union**

"For Your Financial Health"®

Position Announcement: Credit Union
Position Title: Teller/Member Services Representative
Department: Member Services
Location: 498 7th Ave, NYC
Classification: Full-Time, Permanent Limited
No. of Positions: 1
Salary Range: 40K-45K

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 credit union products.
- Record all transactions.
- Report suspicious activity.
- Balance currency, cash, and checks at the end of each shift.
- Scanning and filing of documents.
- Delivery and retrieval of mail at local post office/mail room.
- Must take FCRA and FICEP training provided by the credit union and become certified.
- 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.
- Must read and speak Spanish fluently.

All interested persons meeting minimum qualifications are encouraged to submit a resume and cover letter to jobpost@1199federalcu.org.

1199 SEIU Federal Credit Union is an equal opportunity employer.