



Position Announcement: Credit Union
Position Title: Teller/Member Services Representative
Department: Member Services
Location: 498 7th Ave, NYC
Classification: Full-Time, Permanent Limited
Salary Range: 46K
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 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.
- Must be fluent in Spanish
- 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 Ave building, or sent via e-mail to jobpost@iamfedcu.org.

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