



POSITION TITLE: Member Service Representative / Teller

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POSITION REPORTS TO: MS Supervisor

NEXT LEVEL UP: VP Operations

Where: 1233 W. Loop South Suite 100 (near Post Oak and West Loop)
Houston TX 77027

Salary: \$10 - \$15 per hour and Commensurate with experience

ESSENTIAL DUTIES & RESPONSIBILITIES:

As a Teller you will be required to follow established policies and procedures in processing a variety of monetary and account transactions efficiently and accurately, including cash handling. Additionally, you will be expected to cross-sell various products and services, as well as provide superior member service. Candidates must be willing to work on the weekends.

Duties:

- Provide cash handling services for members in addition to other monetary instruments.
- Promote credit union products and services based on members needs.
- Receive loan payments and/or loan payoffs.
- Conduct cash transactions, including deposits and withdrawals.
- Provide outstanding member service.

Qualifications:

This position requires individuals who enjoy working with the public, can provide exceptional, enthusiastic service to our members, can cross-sell products and services without prompting, have a professional business-like appearance and demeanor, and demonstrate a commitment to the team and success of the credit union. Strong cash-handling or teller experience preferred. Bilingual (Spanish) and some college highly desired. Must be mature, dependable, and reliable.