



Job Title: Member Services Representative (Teller)

Organization: Northern Eagle Federal Credit Union
Supervisor: Northern Eagle Manager

Locations: Nett Lake/Vermilion
Work Hours: Part-Time
Monday - Friday

OPENING DATE: 7/24/17
CLOSING DATE: until filled

FLSA Classification:	Nonexempt
Hourly Rate:	\$11.00-13.00/hr (DOQ)
Criminal History Required:	Yes
Suitability Determination Required:	Yes
Driver's License:	Yes

Job Summary: Responsible for providing a variety of paying and receiving functions for members in person, via phone, and through the mail, including processing deposits, withdrawals, loan payments, cashiers' checks, money orders, and cash advances. Balances each day's transactions and verifies cash totals. Performs a broad variety of member services functions such as opening and closing accounts, renewing certificates, and assisting members with bookkeeping and checking account problems. Answers members' questions regarding Credit Union services provided and performs a variety of account maintenance duties. Actively cross-sells credit union services. Performs specific assigned side-jobs including various clerical and receptionist functions, and assists other Member Service Representatives with duties as required. Serves members promptly and professionally.

For a full list of duties and responsibilities, please contact Northern Eagle Head Teller, Char Jordan.

Educational/Experience Requirement: High-school diploma or equivalent required.

****Pre-Employment Drug Testing Applies.**

*****A bondability check will be performed with the Credit Union's insurance company to determine whether or not an applicant would be covered by the Credit Union's liability insurance.**

SUBMIT APPLICATION TO:

Northern Eagle Federal Credit Union
ATTN: Char Jordan
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Fax: 218-757-0051
cjordan@northerneaglefcu.org