

Full Time Teller/Customer (Member) Service Representative

At ABCO Federal Credit Union's Egg Harbor Township Branch

Starting Rate: \$12.38 an hour. Higher rate with relevant experience.

Do you like to help people? Do you currently work in customer service but want it to be more meaningful? We are looking to hire friendly, conscientious people to assist members with a variety of financial transactions, answer questions and promote our full range of financial products and services. Our tellers (Member Service Representatives) are valued here at ABCO because they are the face of the Credit Union; The Member's first contact in most cases.

A Day in the Life of a Member Service Representative

ABCO Member "Service" Representatives (MSRs) provide service to the membership in many areas. Examples of some of the "services" that you will provide are; Cash Services such as withdrawals, check cashing, and deposits. Inquiry Services such as balance inquiries, transaction history, payroll deposits and loan inquiries. Membership sign-ups and membership benefits inquiries. MSRs are the face of the Credit Union and work on the front teller line interacting closely with the membership to provide exceptional service. A professional and friendly demeanor is essential to building a positive environment for the members. You may also be required to interact via email and by phone with members and back office staff alike for member account research or other operational needs, so good verbal and written communication skills are required.

Job Qualifications

Do you have a professional/friendly and attentive demeanor and strong organizational/retention skills? Do you pay close attention to accuracy and details? Do you have good verbal and written communication skills and basic computer knowledge, such as Windows based programs (i.e. Word, Excel & Outlook Email)? Are you able to work as team in a fast paced environment? If you answered yes to these questions, we would love to have you apply for the position.

This Full Time position will be 35 to 40 hours per week and will require flexibility with the posted office hours. Opening and closing shifts are included in those hours. MSR's are required to work Saturdays.

Lobby Hours: Monday to Friday: 9:00am to 5:00pm.

Saturday: 9:00am to 1:00pm.

If you like what you've read so far and have a few minutes, please reach out to us.

We will contact all applicants within a couple weeks of receiving a resume and inquiry of interest to let you know if we would like to interview you. After that, a few candidates will be invited to complete an application and meet with a manager. All interviewees will be informed when a final decision is reached. ABCO is an Equal Opportunity Employer.

Email to: careers@goabco.org

Fax to: 871-1129

Mail to: ABCO Federal Credit Union
Attn: HR Director
PO Box 503
Rancocas, NJ 08073-0503

Or bring your information to any one of ABCO's branch locations to be forwarded to ABCO Human Resources.