

December 6, 2018

## **JOB OPENING**

### **POSITION: CREDIT ADVISOR**

**LOCATION:** Waynesville Branch

**JOB TYPE:** Full-Time

**GENERAL DUTIES:** Is under the general direction of the Credit Advisory Section Manager. The Collector performs debt collection, counseling, administrative, and clerical duties as directed. Performs all collection practices authorized by the Credit Union's Loan Collection and Charge Off policies. Is responsible for maintaining compliance with all applicable laws and regulations concerning collection activities. Perform other related duties as assigned.

**QUALIFICATIONS:** High school graduate or equivalent. Six months to two years of similar or related experience or equivalent experience acceptable to the Credit Union is required. Must have good oral and written communication skills. Positive people skills, ability to work under pressure, project a professional image, able to be a strong team player, the ability to prioritize responsibilities and accept additional responsibilities when required.

*Infuze Credit Union is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*