

January 11, 2019

JOB OPENING

POSITION: PERSONAL FINANCIAL REPRESENTATIVE I

LOCATION: Lebanon Branch

JOB TYPE: Part-Time

GENERAL JOB DESCRIPTION: Is under the general direction of the Lebanon Branch Manager/Assistant Branch Manager. Job duties to include but not limited to: Opening basic member accounts, operating a cash drawer, performing daily teller functions, BVS training/compliance courses, encoding checks, Debit card ordering, assisting with night deposits.

QUALIFICATIONS:

- Good people skills
- Good communication skills
- Balancing and cash handling
- Clerical skills, including typing skills
- Professional image
- Positive behavior
- Computer skills (trans codes, input, knowledge of screens and terminology)
- Ten key adding machine
- Must be a "Team Player"
- Ability to perform detailed work functions with minimum error
- Ability to cross sell/service

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.