

September 14, 2021

## **Personal Financial Representative I**

**Job Type:** Full-Time

**Location:** Lebanon Branch

**Salary:** \$13.00 - \$15.30/hr.

**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, BAI training/compliance courses, encoding checks, Debit card ordering, assisting with night deposits.

### **QUALIFICATIONS:**

- High school degree or GED required
- 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

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