

Genisys Credit Union – Part Time Teller in Rochester Hills (Avon), Troy and Pontiac

At Genisys Credit Union, we value our employees who are essential to our ongoing growth and success as a financial institution of choice. We are currently seeking motivated candidates for a Part Time Teller at our Rochester Hills (Avon), Troy and Pontiac branches.

Position Purpose:

Ensures that members are promptly and professionally served by performing teller functions, performing a broad variety of member services functions or promoting/cross selling credit union products and services.

Job Duties (include but not limited to):

- Performing financial transactions such as cash withdrawals, deposits, transfers, loan payments and more per credit union practices and policies.
- Cross selling credit union products and services to provide high quality member service and reach credit union goals and objectives
- Balances daily transactions and verifies cash totals. Investigates and resolves out-of-balance conditions.
- Ensures that members' requests and questions are promptly resolved whether in person, over the phone, or via other communication methods.
- Ensures that the Credit Union's quality reputation is maintained and projected.

Qualifications:

- High School Graduate or equivalent required
- Customer service experience preferred
- Sales experience preferred
- Cash handling experience helpful

Skills/Abilities:

- Good communication skills
- Professional appearance, dress, and attitude
- Good math skills
- Able to operate related computer applications and basic business equipment
- Good typing skills

Benefits:

- Vacation Time – % of FT based on hours worked
- Paid Tuition to \$2500 per year
- Bereavement Pay
- Holiday pay at 4 hours per observed holiday
- Free Financial Planning Assistance
- 401k up to 3% match and 5% Profit Share

All applications must be submitted on our website, www.genisyscu.org/careers. If you have any questions, please contact Haley Spurlock at hspurlock@genisyscu.org.