

WEE FEDERAL CREDIT UNION

Full Time Teller

Job Description & Duties

- Deliver superior member service by consistently providing premier member satisfaction with a friendly demeanor, can-do attitude, and willingness to help at all times.
- Develop and retain the member base, greet by/use name, have knowledge of account ownership, and be responsive and timely with correspondence and problem resolution.
- Maintain a position of trust and responsibility by keeping all member business confidential.
- Maintain a balancing and error record that is in line with policy and have the ability to find and correct outages and to enlist help as needed for more difficult errors.
- Demonstrate sound judgment in decision making, abiding appropriately to established guidelines and procedures.
- Continuously increase knowledge and skills through self-motivation, formal education, and in-house training.
- Consistently meet or exceed goals as set by management.
- Maintain a well-developed working knowledge of the complete line of products and services offered.
- Initiate conversations to uncover member needs and be capable of effectively referring members to business partners for the selling and cross-selling credit union products and services to members.

Required Skills

- High school diploma, GED or foreign equivalent required.
- Member service, sales and/or computer experience is strongly preferred.
- Work involves extensive cash handling, which requires ability to perform some math functions.
- Work involves contact with the public, necessitating the ability to present a professional image.
- Must be able to work in a team environment with the ability to interact well, and in a positive manner, with co-workers and management.
- Need to have flexibility in scheduling.
- Perform other credit union duties when asked to do so by management.

Equal Employment Opportunity

WEE Federal Credit Union is committed to equal employment opportunity and to providing a work environment free of unlawful discrimination and harassment. WEE Federal Credit Union will not unlawfully discriminate against qualified applicants or employees because of the applicant's or employee's race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship status, military service status, or other basis protected by law.

The position is full time. Resumes can be emailed to toddmcginnis@weefederal.org or 3312 Dudley Ave, Parkersburg, WV 26104.