

Financial Partners FCU in Grabill is looking for dependable, detail-oriented tellers to join our member service team. This position requires a friendly personality, self-motivation, and a service attitude, as well as math and computer knowledge. Cash handling experience is required.

Expected duties include:

1. Greet members when they arrive.
2. Process deposits, withdrawals and other money transactions.
3. Perform account maintenance for members who want to make changes.
4. Open and close accounts.
5. Introduce new members to credit union policies.
6. Learn and follow credit union operating procedures.
7. Balance cash drawers.
8. Diffuse situations and help members resolve problems.
9. Direct members to appropriate services and answers to questions.
10. File and maintain office organization which includes cleaning.

Other recommended skills include: Organization; problem-solving; communication skills; prior customer/member service skills; and the ability to follow directions and learn quickly.

Both Full and Part-Time positions available. Some Saturday mornings required.