



Member Service Representative (Teller)

Full Time | Oxford, Ohio

If you have a high degree of initiative and enthusiasm, we want to talk with you!

Miami University and Community Federal Credit Union is looking for a Member Service Representative to serve our membership and our community.

This position plays a vital role by delivering best in class service. As part of the Member Service team, the chosen candidate will work critical contact points in ways to foster lasting positive impressions and thereby creating member loyalty.

Day-to-day job duties include:

- Process members' requested financial transactions.
- Answers questions and resolve problems.
- Identify and suggest opportunities to improve our members' well-being.
- Provide prompt, professional and courteous support to colleagues and departments.

Schedule:

- 40-Hour Work Week includes occasional Saturdays (time off given during the week).
- Hours are
 - Monday-Thursday: 8:30 AM-5:30 PM;
 - Friday: 8:30 AM-6:00 PM; and
 - Saturday: 8:30 AM -1:00 PM.

Requirements:

- Accuracy in cash handling and transactions.
- Ability to assist members by telephone or in person in a professional and efficient manner.
- Adaptable and capable of working with frequent change.
- Ability to learn and follow federal regulations as well as credit union policies and procedures.
- Regular and reliable attendance.
- Computer skills are required.

Compensation:

- Begins at a minimum of \$14/hour, increases with experience.

Benefits:

- We are proud to offer competitive wages and an extensive benefits package including major medical, dental, retirement, paid holidays and more!

Qualifications:

- High school diploma or equivalent required.
- Financial experience or heavy cash-handling/customer service experience preferred.

Apply Today:

- Please send resume and cover letter to careers@muccu.org.

Miami University Community Federal Credit Union provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. MUCCU is not an entity of Miami University.