



254 Humphrey Street, Marblehead, MA 01945

Today's Date	07/25/18
Job Title	Member Service Representative/Teller
Job Location	Marblehead MA
Job Summary	Brotherhood Credit Union is seeking a full-time Member Service Representative/Teller to work a flexible schedule (including Saturdays).
Job Responsibilities	<ul style="list-style-type: none"> • Open new accounts, sell and process Credit Union services for new and existing members and process consumer loans • Post deposits, withdrawals and loan payments • Must cross-sell credit union products and services • Will work directly with the Credit Union members and co-workers • Perform other duties as assigned
Job Skill Requirements	<ul style="list-style-type: none"> • High school diploma or GED required • Customer service experience in a financial institution • Knowledge of all applicable banking laws and regulations • Must be energetic with above average customer service skills, and above all, like serving people with a courteous & outgoing personality • Applicant must be comfortable with a desire to cross sell credit union products and services • Ability to read, write and fluently speak the English Language • Must have above average communication skills and professional telephone manner • Satisfactory performance and attendance are required • Must have acceptable credit history, which will be verified (e.g., no past due accounts, charge-offs, collection items or bankruptcies)
How to Apply letters	Email: adam@brotherhoodcu.org , FAX: 781-598-1370, in person: 75 Market St, Lynn MA 01901