

EPISCOPAL COMMUNITY FEDERAL CREDIT UNION  
Job Opportunity

TITLE: Full-time bilingual member service representative

The selected candidate will serve as a liaison between our members and the credit union. Responsibilities include providing product information by phone or in person; servicing existing accounts by posting daily transactions; processing branch deposits and withdrawals as well as mail transactions; opening new accounts and maintaining the filing system. The position also includes responsibility for auditing daily reports and processing adjustments; receiving loan applications; promoting the credit union's products and services based on members' needs, and cross-selling those services. The selected candidate will be required to keep up to date with all policies and procedures and must be able to respond to the needs of our members in our office, in the field and by phone in a professional and efficient manner.

EDUCATION: Applicant should have at least an AA degree and some accounting knowledge, good customer service, writing and analytical skills.

In addition to salary paid this position also provides medical, dental and life insurance, as well as paid vacation and pension.