



BREWER

FEDERAL CREDIT UNION

Brewer Federal Credit Union is currently looking to fill a **full time teller position** for our North Main Street location. Tellers must represent the credit union in a positive and professional manner, be a team player, and remain focused on the needs of our members.

Additional requirements include:

Processes member financial transactions, including deposits, withdrawals, and loan payments; sells money orders and corporate drafts to members; transfers amounts from member accounts as directed.

Balances cash drawer and daily transactions.

Post transactions to member accounts and maintain member records.

Welcome members and provides routine information concerning services and direct member to appropriate department for specific information and service.

Cross-sell Credit Union services.

Performs a variety of miscellaneous tasks including typing, filing, computer input, and answering the telephone.

Performs other job related duties as assigned.

Previous teller or cashier experience is preferred. Basic computer knowledge necessary; Microsoft Word, Excel, and Outlook experience are a plus. Candidate must be available to work Saturday hours. Candidate must have outstanding member service skills and a positive attitude. The ability to multi-task with lobby, drive-thru, and phone transactions are specific qualifications we seek.

High School Diploma or GED required. Excellent member service, interpersonal, oral and written communication skills required.

Brewer Federal Credit Union offers a competitive wage and benefit package including: employer paid premiums for health insurance, life insurance, short and long-term disability, 401k plan, and generous vacation, sick, and personal time.

Brewer Federal Credit Union is an Equal Opportunity Employer.