



Full-Time Salaried Teller- Marietta, Georgia

Credit Union: Powerco Federal Credit Union

Email: hrdept@powercofcu.org

Phone: 404-506-3750; Ask for the HR Department.

Fax:404-506-1815 Attn: HR Department

We are looking for a friendly and professional person with excellent communication skills to build trusted relationships with our customers and staff. This is a full-time, salaried teller position located in Marietta, Georgia. The hours are Monday – Friday from 8:30am – 4:30pm. This position requires a person with a genuine desire to get to know our customers and gain their trust in order to serve their financial needs. Our culture values teamwork, ethical business practice, strong customer relationships, and a desire to provide excellent customer service.

Responsibilities:

- Provide customer service on the teller line and over the phone daily, including deposits, withdrawals, loan payments, and general inquiries.
- Perform daily opening and closing procedures when required, including all balancing procedures and branch security procedures.
- Perform operational tasks such as opening and closing accounts, processing title and insurance, and processing loan payoffs.
- Address customer and employee satisfaction issues promptly.
- Adhere to high ethical standards and comply with all regulations/applicable laws.
- Perform other duties as assigned by the Branch Manager.

Requirements:

- Familiarity with credit union/banking industry rules and regulations
- 3 years banking experience, with at least 2 years as a teller
- Credit Union background is a plus
- Excellent organizational skills
- Results-driven and customer-focused

Please email your resume to hrdept@powercofcu.org or fax it to 404-506-1815 Attn: HR Department.