

**Open Position:** Travel Member Service Rep. II (Teller)

**Work Location:** (based in Atlanta / travel between all locations)

**Reports To:** Member Service Manager

**Department:** Member Service

**Position Status:** Full Time (Hourly)

**Level:** 3

**Hourly Starting Pay Range:** (\$15.3847 per hour to \$16.3462 per hour)

#### Job Description

**Purpose:** The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, "To help our members achieve financial success by providing exceptional products and service." Traveling to departments or branches filling in for absent employees.

#### Duties and Responsibilities

1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises:
2. The Manager of Member Services will coordinate the schedule for the Member Service Travel Representative.
3. The coverage areas of responsibility for the Member Service Travel Representative will be member services, call center, receptionists, tellers at the main office and/or other APCU branches which may include overnight stays, or other areas which may be assigned by the Manager of Member Services.
4. When coverage in one of the above areas is not needed the Member Service Travel Representative will report to the Main Office and assigned at the Manager's discretion.
5. Mileage will be paid bi-weekly from the Main Office to and from the assigned branch location.
6. Reimbursement for mileage must be turned in to the Manager of Member Services and approved by the VP of Operations.
7. The Member Service Travel Representative will be responsible for reporting as scheduled by the Member Service Manager. Departure time will depend on the hours of operation at the assigned branch or department.
8. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position.
9. Other duties as assigned.

Desired Qualifications:

1. Dependable
2. Excellent attendance and punctuality
3. Good communication skills
4. Credit Union product and service knowledge
5. Excellent letter writing skills
6. Multi-task capabilities
7. Above average PC abilities
8. Must have reliable transportation for travel to and from branches

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 20 to 50 pounds.

*The requirements for the job listed are general and are not all inclusive. If you have any questions concerning this position, please contact Human Resources.*

*A credit report is generated and reviewed for all applicants.*

**How to be considered for this position**

If you wish to apply for this position, please email a letter of interest and a resume to [HR@apcu.com](mailto:HR@apcu.com)