



Job Title	Member Services Representative
Short Description	Unity of Eatonville Federal Credit Union (in Orlando, FL), which is a newly Chartered CU, is seeking an individual to provide excellent service to our members. Previous credit union experience is preferred.
Full Description	<p>Job Summary:</p> <p>As a member service representative working in a small credit union, the MSR has a unique opportunity to gain a working knowledge of the entire credit union. The MSR will be performing a variety of job functions that include, but are not limited to:</p> <ul style="list-style-type: none"> • Assisting members, in person or via telephone, in a courteous and professional manner • Preparing loan documents for review • Processing daily member transactions in computer system • Perform account maintenance and updates as needed • Various clerical tasks, including receptionist duties • Following all laws, rules and regulations that govern the credit union • Complete required training and continuing education • Follow all established credit union policies and procedures • Teller responsibilities • Complete other duties as assigned <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Good communication skills • Computer skills (MS Word, Excel) • Strong written and verbal skills • Time management, organizational and problem-solving skills • Able to complete tasks with minimal direct supervision.
Education	<ul style="list-style-type: none"> • High School Diploma: some secondary education preferred • Minimum of one year Member Service experience, previous credit union experience preferred
Credit Union	Unity of Eatonville Federal Credit Union



Location	Eatonville, Florida (in Orlando)
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Expiration Date	7/1/2022