

Position:	Member Solutions Specialist (Full Time)
Availability:	Monday – Friday (8:00am-8:00pm) and Saturday (8:00am-11:00am)
Department:	Member Solutions
Location:	Tallahassee, FL
Supervisor:	AVP/Member Solutions
Duties:	This position will be responsible for maintaining a complete debt collections portfolio, cross training in other areas of Member Solutions, and providing general support in all areas of the department.
Qualifications:	High school diploma with a minimum of three (3) years of directly related experience in customer service, sales, collections or in a financial institution. Excellent verbal and written communication skills as well as listening skills. Skilled in Microsoft Word and Excel. Ability to maintain integrity and confidentiality. Ability to communicate effectively and work well with other members of staff.
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