

**Family First Credit Union**  
**Full Time Loan Officer/MSR**  
**Roswell, Ga.**

**Family First Credit Union in Roswell, Ga. is seeking a full-time Loan Officer/ Members Services Representative for our Roswell office. This position provides a variety of services to our members - Opening Accounts, assisting members with account information including credit card issues, Providing lending options to members.**

**Applicant should have previous customer service experience and lending experience, be detailed oriented, possess strong communication skills and be self-motivated. Previous financial institution experience is a plus.**

**The hours for the full-time position are Monday and Friday (8:45- 5:15) and Saturday (8:45-12:15).**

**The following qualifications are required for the full-time position:**

- **Lending experience**
- **Excellent member service**
- **Excellent phone etiquette**
- **Excellent organizational skills**
- **Excellent attendance**
- **Excellent communication and organization skills**
- **Computer experience**
- **Team player**

**The duties of the full-time Loan Officer/MSR may include but are not limited to:**

- **Greeting members**
- **Booking Loans**
- **Working with credit reports**
- **Safe deposit box entry**
- **Maintaining member account privacy**
- **Auditing loans and membership applications**

- Opening Accounts
- Account closure
- Assisting employees at other branch(s)

**Please consider joining our team! We offer excellent salary and benefits!**

**To apply please send your resume to [search@ffcuga.org](mailto:search@ffcuga.org). Only candidates meeting the above qualifications will be considered**