

Family First Credit Union

Full Time MSR/Teller

Roswell, Ga.

Family First Credit Union in Roswell, Ga. is seeking a full-time Teller/ Members Services Representative for our Roswell office. This position provides a variety of services to our members - Opening Accounts, deposits, withdrawals, transfers, and payments on accounts.

Applicant should have previous cash handling experience, be detailed oriented, possess strong communication skills and be self-motivated. Previous financial institution experience a plus.

The hours for the full-time position are Monday and Friday (8:45- 5:15) and Saturday (8:45-12:15). This position also requires flexibility for vacation schedules and sick days of other employees.

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

- **Previous cash handling experience**
- **Excellent member service**
- **Excellent phone etiquette**
- **Excellent balancing skills**
- **Excellent attendance**
- **Excellent communication and organization skills**
- **Computer experience**
- **Team player**

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

- **Greeting members**
- **Deposits and withdrawals (cash and checks)**
- **Phone requests**
- **Safe deposit box entry**
- **Maintaining member account privacy**
- **Auditing loans and membership applications**
- **Visa transaction (payments and cash advances)**
- **Opening Accounts**
- **Account closure**
- **Daily balancing of cash drawer**
- **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 Only candidates meeting the above qualifications will be considered