

Job Title	Member Service Rep
Short Description	Florida Customs Federal Credit Union, a \$9M credit union located in Tampa, FL, is seeking an individual to provide excellent service to our members. Previous credit union experience is preferred.
Full Description	<p>Job Summary: 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> <ol style="list-style-type: none"> 1. Assisting members, in person or via telephone, in a courteous and professional manner 2. Preparing loan documents for review 3. Processing daily member transactions in computer system 4. Perform account maintenance and updates as needed 5. Various clerical tasks 6. Following all laws, rules and regulations that govern the credit union 7. Complete required training and continuing education 8. Follow all established credit union policies and procedures 9. Complete other duties as assigned <p>Education and Experience:</p> <ol style="list-style-type: none"> 1. High School Diploma; some secondary education preferred 2. Minimum of one year Member Service experience, previous credit union experience preferred <p>Knowledge and Skills:</p> <ol style="list-style-type: none"> 1. Good communication skills 2. Computer skills (MS Word, Excel) 3. Strong written and verbal skills 4. Time management, organizational and problem-solving skills 5. Able to complete tasks with minimal direct supervision. <p>Other Job Requirements:</p> <ol style="list-style-type: none"> 1. Light lifting 2. Dependable transportation <p>Please submit your resume to l.harden@flcustomsfcu.org</p>
Education	<ol style="list-style-type: none"> 1. High School Diploma; some secondary education preferred 2. Minimum of one year Member Service experience, previous credit union experience preferred
Additional Comments	
Credit Union	Florida Customs Federal Credit Union
State	Florida
Contact Name	Leianne Harden
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Expiration Date	01/29/2021