



## **Full-Time Teller- Downtown Atlanta, Georgia**

Credit Union: Powerco Credit Union

Email: [hrdept@powercofcu.org](mailto:hrdept@powercofcu.org)

Phone: 404-506-3750; Ask for the HR Department.

Fax:404-506-1815 Attn: HR Department

This is a full-time, salaried customer service representative (teller) position located in the downtown Atlanta, Georgia area. This position will be based out of downtown Atlanta, Georgia, however, other work locations may include Forest Park, McDonough, and Marietta on occasions. The hours are Monday – Friday from 8:30am – 4:30pm.

We are looking for a friendly and professional person with excellent communication skills to build trusted relationships with our customers and staff. This position requires a flexible person that can adapt to different branches. We are seeking a candidate with a genuine desire to get to know our customers and gain their trust in order to serve their financial needs. Our culture values teamwork, ethical business practice, strong customer relationships, and a desire to provide excellent customer service.

### **Key/Representative Activities:**

- Work at any of the metro Atlanta-area branches as needed.
- Provide customer service on the teller line and over the phone daily, including deposits, withdrawals, loan payments, and general inquiries.
- Perform daily opening and closing procedures when required, including all branch security procedures.
- Balance cash drawer daily.
- Perform operational tasks such as opening and closing accounts, processing title and insurance, and processing loan payoffs.
- Address customer and employee satisfaction issues promptly.
- Adhere to high ethical standards and comply with all regulations/applicable laws.
- Perform other duties as assigned.

## **Essential Qualifications & Competencies:**

- High school diploma
- Cash handling and/or customer experience
- Reliable transportation
- Excellent organizational skills
- Results-driven and customer-focused

## **Preferred Experience:**

- Familiarity with credit union/banking industry rules and regulations
- Credit Union background is a plus

Please email your resume to [hrdept@powercofcu.org](mailto:hrdept@powercofcu.org) or fax it to 404-506-1815 Attn: HR Department.

## **ADA Section:**

- Exerts up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time as well as picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand
- Expressing or exchanging ideas by means of spoken word
- Perceiving the nature of sounds at normal speaking levels with or without corrections. Ability to receive detailed information through oral communication and to make the discriminations in sound
- Substantial movements (motion) of wrists, hands, and/or fingers
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading
- The worker is not substantially exposed to adverse environmental conditions (typical office or administrative work)

*This job description is not intended to provide an all-inclusive listing of related job activities. Associates may be requested by management to perform other related activities in place of or in addition to those representative activities noted in this job description.*

*APCO Employees Credit Union is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*