

<b>Job Title</b>	Member Service Representative
<b>Short Description</b>	Rome Kraft Employees Credit Union is seeking Member Service Representative.
<b>Full Description</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>- Provide exceptional customer service to members by answering inquiries, resolving issues, and assisting with account-related transactions.</li> <li>- Process member requests for account changes, including address updates, name changes, and beneficiary designations.</li> <li>- Assist members with transactions including deposits, withdrawals, and transfers.</li> <li>- Utilize knowledge of credit union products and services to educate members on available options and make appropriate recommendations.</li> <li>- Answer telephone with positive attitude and assist members.</li> <li>- Build and maintain strong member relationships through effective communication and problem-solving.</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>- Strong customer relationship management skills.</li> <li>- Knowledge of financial products and services.</li> <li>- Ability to perform basic math calculations accurately.</li> <li>- Excellent communication skills, both verbal and written.</li> <li>- Detail-oriented with strong organizational skills.</li> <li>- Ability to work independently as well as part of a team.</li> <li>- Proficient in using computer systems and software for data entry and record keeping.</li> <li>- At least one year experience working with customers.</li> <li>- Cash Handling experience.</li> </ul>
<b>Education</b>	High School diploma and some college preferred
<b>Additional Comments</b>	This is an excellent opportunity for individuals who are passionate about providing exceptional customer service in the credit union industry. We offer competitive compensation. If you have the required skills and qualifications for this position, we would love to hear from you. Only qualified candidates will be contacted for further consideration. Employment requirements include: satisfactory credit and criminal history.
<b>Credit Union</b>	Rome Kraft Employees Credit Union
<b>State</b>	Georgia
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<b>Expiration Date</b>	02/08/2024