

ProMedica Federal Credit Union has an opening for a Full-time Member Service Representative.

MSR Position Summary: The primary functions of an MSR are to process member deposits, withdrawals, loan and credit card payments, issue cashier's checks, money orders, and cash advances. MSR's must balance each day's transactions and verify cash and check totals. MSR's also assist members with questions and problems as well as actively sell credit union products and/or services.

MSR Essential Duties:

- Process member transactions
- Examines documents for endorsement and negotiability
- Balances daily
- Sells credit union products
- Answers questions and solves problems
- Answers phone, responds to inquires
- Performs file maintenance

The above does not represent a full job description; upon interview, a complete job description will be provided. To be considered for this position, applicants should have previous cash handling, sales, and customer service experience. Previous financial institution experience is highly preferred.

Resumes will be accepted until December 23, 2016.

ProMedica Federal Credit Union is an Equal Opportunity Employer and a Substance-Free workplace. Pre-employment drug and alcohol testing is required.