

## **Family First Credit Union**

### **Full Time Teller**

**Hapeville, Ga.**

**Family First Credit Union in Hapeville, Ga. is seeking a full-time Teller for the Hapeville office. This position provides a variety of services to our members - 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 full-time teller will report to the Branch Manager.**

**The hours for the full-time position are Monday thru 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 duties of the full-time teller 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)
- Account closure
- Daily balancing of cash drawer
- Assisting employees at other branch(s)

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

- Excellent Customer/Member Service
- Previous cash handling experience
- Teller experience preferred but not required
- Excellent phone etiquette
- Excellent balancing skills
- Excellent attendance
- Excellent communication and organization skills
- Computer experience
- Team player

To apply please send your resume to [search@ffcuga.org](mailto:search@ffcuga.org) Only candidates meeting the above qualifications will be considered.