



Chippewa County Credit Union

Full Time Member Service Representative – 402 W Spruce St, Sault Ste. Marie, MI 49783

Member Service Representatives are the face and personality of Chippewa County Credit Union!

Minimum Qualifications:

- High School Diploma or GED
- Understand the basic function of Windows computer systems including the Microsoft Office suite.

Desired Qualifications:

- Be able to verbally greet members and guests in a professional, courteous, and friendly manner.
- Have a basic understanding of office systems including fax machines, copier, and document scanner.
- Have cash handling experience.
- Demonstrate the ability to handle stressful situations professionally.

By the end of the training period, applicants should be able to:

- Accurately process daily transactions like deposits, withdrawals, and transfers.
- Open new accounts.
- Provide dividend and interest rates to inquirers.
- Post mail, money orders, cashier checks, credit card payments, and utility payments.
- Accept loan applications.
- Answer the telephone and transfer calls correctly through the credit union phone system.

Over time, successful team members will:

- Demonstrate the desire for personal and professional self-development.
- Confidently engage in conversations to help our members find the best solutions for their needs.
- Promote credit union products and services.
- Show willingness to take on new projects and/or tasks and complete accurately within deadlines.

Benefits:

- 401k match
- Health Insurance
- Paid Time Off

How to Apply: Send resume and cover letter to: employment@chippewacountycu.com by the end of the business day on May 31, 2017.