



Branch Processing Specialist

TCT Federal Credit Union

Full Time - Queensbury

TCT Federal Credit Union is seeking a Branch Processing Specialist. The Branch Processing Specialist's role is primarily to provide clerical support to our lending and new account functions within the branch. The Branch Processing Specialist is responsible for assisting our internal and external Members in a personal, professional and knowledgeable manner that supports TCT's philosophy of "Member First". It is expected that the Branch Processing Specialist will maintain the highest level of quality support service in all aspects pertaining to the processing and servicing of our products. This individual must be trustworthy, possess keen attention to detail, and possess the ability to maintain discretion while dealing with sensitive customer information. **Applicants must have:**

- Education/Certifications:** High School Diploma
- Required Knowledge:** Thorough knowledge and understanding of credit union services and products and procedures. Understanding of related legal and regulatory requirements.
- Experience Required:** Minimum of 2 years of similar or related experience in a Credit Union or Bank.
- Interpersonal Skills:** Must have the ability to build and maintain good relationships with others in a variety of evolving situations. Strong interpersonal skills.
- Skills and Abilities:** Well organized. Ability to operate related computer applications and related business equipment. Attention to detail. Ability to maintain an effective and efficient workflow.
- Other:** Must pass criminal background, credit and bondability check.

TCT offers a competitive compensation plan; an enthusiastic team-oriented environment, an outstanding benefits package including: medical, dental, vision, life and disability, voluntary benefits, paid vacations, an extremely generous 401(K) plan, and much more! If you meet the above qualifications and would like to be considered for this position, please send your **resume** along with a **cover letter & salary requirements** to:

TCT Federal Credit Union
Attn: Human Resources
416 Rowland St. Ballston Spa, NY 12020
Or email to jobs@tctfcu.org
Or Fax to: 518-288-3751