



Full Time Sr Teller/Sr Member Service Representative Opening!

TCT Federal Credit Union Position Location – Clifton Park

TCTFCU is interviewing for a full time Sr. Teller/Sr. Member Service Representative in our Clifton Park branch. ***This is a full time position with benefits.*** The Sr. Member Service Representative (Sr. MSR) is responsible for assisting our members in a personal, professional, and knowledgeable manner that supports TCT's philosophy of "Member First". The Sr. MSR is responsible for accurately handling a cash drawer and processing member transactional needs. The Sr. MSR is truly the liaison between the members and TCT in the delivery of our transactional services and their financial needs. The Sr. MSR must be experienced in the role of a teller and prepared to learn the expanded role of Universal Associate, in order to provide exceptional Member Service to our Members on the line, or on the platform.

Applicants must have:

- High School Diploma or equivalent
- Minimum of one to three years of cash handling experience on a teller line, preferably in a credit union, bank, other financial institution, or an acceptable combination of education and experience necessary to gain the background knowledge to transact business effectively with members.
- Retail sales experience a plus
- Excellent verbal and written communication skills.
- Strong interpersonal, problem solving, multi-tasking, and organizational skills.
- Strong attention to detail and accuracy.
- Strong Computer Skills – the ability to work in multiple applications
- Ability to work independently and as part of a team while functioning at a high pace.
- Flexibility (Saturday hours will be required).

TCT Federal Credit Union offers a competitive salary and benefits in a relaxed, but professional work environment. 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