Job Title: F/T Member Service Counselor I Ref # 11919048
Location: Mary Esther

Minimum Starting Pay: $17.78 hourly

Advises members and potential members of various share and loan services offered.
Completes applications for New Accounts and Share Certificates. Assists members with
the completion of Credit Applications for loan requests and loan change agreements.
Obtains member balances and ascertains that loan applications and supporting documents
are complete. Insures that any information which could have a bearing on the loan
decision is reported to the approving officer. Explains the benefit of individual or joint
credit. Conducts closings on completed loans, assuring that the member is thoroughly
familiar with all terms and conditions including any collateral held, payment amounts,
dates, and method of repayment.

Minimum Requirements:

Must be able to type, use adding machine, and PC with windows.

Must have 2 years of Credit Union or other loan experience.

Must have High School Diploma or GED.

Must have satisfactory credit history and be bondable.

Other skills:

Must be detail oriented and able to multi-task. Must be able to analyze facts and exercise sound judgment. Must be able to converse with members and employees, in person and over the telephone, in a pleasant, courteous, and professional manner.