

Job Title: P/T Member Service Info Assistant Ref # 10369482
Location: Destin

Primary Duties:

Receives and reviews credit applications to assure completeness and assists member is completing same. Provides balance and payment information on member's current loans. Assists in filling out payroll forms and loan change agreements. Assures that members applying for loans, opening accounts, or needing other assistance are handled in an orderly manner. Cross sells Credit Union services. Answers member questions concerning Credit Union services. Assists members with current listing and information on Credit Union Repos for sale and directs them to the Collection Department for further information.

Minimum Requirements:

Must have 6 months job related experience.

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

Must have a 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 converse with members and employees, in person and over the phone, in a pleasant, courteous, and professional manner.