

***** QUALIFIED APPLICANTS ONLY *** READ COMPLETE DESCRIPTION BEFORE APPLYING *****

Texas Federal Credit Union has an opening for Customer Service/New Accounts Rep at our Downtown Dallas location. The successful candidate possesses excellent public relations skills and a thorough understanding of Credit Union services and products offered. Efficiency, accuracy, and professionalism are vital to the successful execution of this position.

This position is responsible for performing a broad variety of member services such as opening and closing accounts, renewing certificate accounts and assisting members with a variety of issues regarding financial products and transactions including debit card disputes, online banking, IRA's, checking account issues. This position also performs a variety of financial transactions involving cash and negotiable instruments. Must be able to answer member questions regarding Credit Union services provided and perform a variety of account maintenance in person and by telephone. Cross sells services and performs related receptionist and secretarial functions as required. Assists or refers members with any and all questions or problems that arise.

QUALIFICATIONS

- **EDUCATION:** High school graduate or equivalent.
- **REQUIRED KNOWLEDGE:** Possesses thorough knowledge of financial institution services and products. Knowledge of IRA's, return items and check processing/adjustments is a plus.
- **EXPERIENCE REQUIRED:** 1-2 years related experience in a financial institution is required. Must have previous cash handling experience
- **SKILLS/ABILITIES:** Strong analytical, communication, problem solving and decision making abilities. Bilingual in Spanish preferred but not required.

Texas Federal Credit Union is a full-service cooperative financial institution providing financial products to our members for over 60 years. We offer a competitive benefits package and a casual friendly work environment.

EQUAL OPPORTUNITY EMPLOYER