

Family First Credit Union

Full Time Teller

Hapeville, Ga.

Family First Credit Union in Hapeville, Ga. is seeking a full-time Teller for the Hapeville office. This position provides a variety of services to our members - deposits, withdrawals, transfers and payments on accounts.

Applicant should have previous cash handling experience, be detailed oriented, possess strong communication skills and be self-motivated. Previous financial institution experience a plus.

The full-time teller will report to the Branch Manager.

The hours for the full-time position are Monday thru Friday (8:45- 5:15) and Saturday (8:45-12:15). This position also requires flexibility for vacation schedules and sick days of other employees.

The duties of the full-time teller may include but are not limited to:

- **Greeting members**
- **Deposits and withdrawals (cash and checks)**
- **Phone requests**
- **Safe deposit box entry**
- **Maintaining member account privacy**

- **Auditing loans and membership applications**
- **Visa transaction (payments and cash advances)**
- **Account closure**
- **Daily balancing of cash drawer**
- **Assisting employees at other branch(s)**

The following qualifications are required for the full-time position:

- **Excellent Customer/Member Service**
- **Previous cash handling experience**
- **Teller experience preferred but not required**
- **Excellent phone etiquette**
- **Excellent balancing skills**
- **Excellent attendance**
- **Excellent communication and organization skills**
- **Computer experience**
- **Team player**

To apply please send your resume to search@ffcuga.org Only candidates meeting the above qualifications will be considered.