



## Full Time Teller

Great Lakes Federal Credit Union has openings within our team for Full-Time Branch Tellers at each of our three branch locations. The position would be between 35-40 hours per week and you must be available Saturdays from 9-12pm. Though, we will work around your schedule.

As a team mate you must have:

- Excellent interpersonal and communications skills and a professional manner
- At least 6 months cash handling experience
- A High School diploma or equivalent
- Computer skills
- Ability to cross sell products and services
- Function in a team environment
- The ability to stand for long periods of time

The Teller will report to the Teller Supervisor each day and perform a set of regular procedures. In addition, the Teller will handle a variety of customer requests and transactions, including, but not limited to:

- Check cashing and deposits
- Loan payments
- Product explanations and being able to identify opportunities to cross sell products to our members

The Teller must maintain accuracy and efficiency in all their duties and must follow all policies and procedures of Great Lakes Federal Credit Union including the over/short policy.