

Member Service Representative (Posted 10/1/25)

Reports to: Chief Operations Officer

Responsibilities include, but not limited to:

- Operates on-line teller terminal and accurately records amounts received and disbursed – prepare reports of transactions.
- Daily opening and closing of a teller terminal. Accounts for cash assigned, received, and disbursed
- Accurately balances to daily close reports and remits daily work
- Processes deposits to share, share draft, and other savings accounts
- Disburses cash or check withdrawals
- Interviews members to obtain information and explain available financial services, such as savings and checking accounts, IRA, Certificate of Deposit, and loans
- Actively markets and cross-sells current and new products and services of the credit union and attempts to educate members on the benefits and features of new, as well as existing services

Minimum Requirements:

- High school diploma required or general education degree (GED); plus one to three years related experience and/or training; or equivalent combination of education and experience is a bonus but not required.
- Strong analytical abilities, highly motivated, goal oriented, excellent member service skills, good communicator, strong organizational and interpersonal skills

Benefits:

You will enjoy a robust benefits package that demonstrates our dedication to employee satisfaction to include but not limited to:

- Excellent compensation
- Benefits package for all full-time employees including medical, dental, prescription and vision insurance
- 401(k) plan, with company match
- Free Snacks and Drinks
- Life & disability insurance
- Voluntary supplemental life insurance
- HSA Accounts
- Paid time-off
- All Federal Holidays are paid + your birthday!
- Receive continuous training and developmental opportunities to help employees achieve their goals
- Credit Union Membership
- Community Outreach through our Giving Fund

This individual must be available for scheduling during Credit Union operating hours. Staffing assignments are periodically adjusted to meet business needs. This position could be transferred to another office in the same geographic region at any time.

Interested applicants should send resume to careers@omegafcu.com to apply.