



BREWER

FEDERAL CREDIT UNION

Financial Services Representative

Brewer Federal Credit Union is seeking a full time Financial Services Representative to join our team at the Dirigo Drive office.

The Financial Services Representative will serve as the face of Brewer FCU to new and current members opening accounts or obtaining financing. The successful Financial Services Representative will enjoy interacting with members regarding a variety of situations, has excellent listening and communication skills and will be skilled at recognizing opportunities to build and strengthen the member's relationship with Brewer FCU.

Essential Functions and Responsibilities

- Provides excellent member services by informing new and current members of products and services offered by Brewer FCU
- Open new accounts, set up new account files and provide members with all the necessary information for membership
- Interviews consumer and business loan applicants to development information concerning their loan needs, earnings, and financial condition
- Analyzes current financial position of members to determine the degree of risk involved in extending credit. Makes decision to approve, disapprove, or forward request to higher levels for decision
- Prepares and/or reviews all loan documents for completeness and accuracy
- Establishes the terms and conditions of an approved loan and reviews them with the member
- Keeps informed of compliance issues and current trends in consumer credit

Requirements for this position include an ability to be accurate in job duties and possess an aptitude to learn and operate multiple software and web-based systems. Excellent communication and organization skills with an ability to work in a fast-paced branch environment. Previous experience in consumer, real estate, and small business lending preferred.

Brewer Federal Credit Union offers a competitive pay and benefits package. Qualified individuals interested in applying should send their cover letter and resume to: Dave DeFroschia, President & CEO, Brewer Federal Credit Union via email at Dave@brewerfcu.org.

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