



Brewer Federal Credit Union is currently looking to fill a full time teller position for our Dirigo Drive location. Tellers must represent the credit union in a positive and professional manner, be a team player, and remain focused on the needs of our members.

Additional requirements include:

Processes member financial transactions, including deposits, withdrawals, and loan payments; sells money orders and corporate drafts to members; transfers amounts from member accounts as directed.

Balances cash drawer and daily transactions.

Post transactions to member accounts and maintain member records.

Welcome members and provides routine information concerning services and direct member to appropriate department for specific information and service.

Cross-sell Credit Union services.

Performs a variety of miscellaneous tasks including typing, filing, computer input, and answering the telephone.

Performs other job related duties as assigned.

Basic computer knowledge necessary; Microsoft Word, Excel, and Outlook experience are a plus. Candidate must be available to work Saturday hours. Candidate must have outstanding member service skills and a positive attitude. The ability to multi-task with lobby, drive-thru, and phone transactions are specific qualifications we seek. Previous teller or cashier experience is preferred.

Brewer Federal Credit Union offers a competitive wage and benefit package including: employer paid premiums for health insurance, life insurance, short and long-term disability, 401k plan, and generous vacation, sick, and personal time.

To apply for this position, please submit an application at www.brewerfcu.org or send a cover letter and resume to David DeFroschia, President and CEO, Dave@BrewerFCU.org.

Brewer Federal Credit Union is an Equal Opportunity Employer