

FIRESTONE FEDERAL CREDIT UNION
MEMBER SERVICE REPRESENTATIVE (TELLER) PART-TIME

We are looking for a friendly, enthusiastic individual with a positive attitude and a desire to provide excellent member service to fill the role of Part-Time Teller (24-32 hours per week).

Responsibilities:

- Provide a variety of transactions functions including, but not limited to, processing deposits, withdrawals, and loan payments.
- Maintains and balances cash drawer and reconciles discrepancies.
- Perform miscellaneous duties, such as end of day activities, filing, answering phones, maintaining supplies, etc.
- Supports management and other staff through a variety of tasks as required.
- Ensures members are promptly and professionally served.
- Adhere to all FFCU policies and procedures.

Requirements:

- High School graduate or equivalent
- Customer Service experience (preferred)
- Proficient computer and math skills
- Excellent communication skills
- Prolonged sitting and standing, occasional bending and lifting, frequent forward reach.

Location: Akron, Ohio (Coventry Township)

Pay Frequency: Bi-Monthly

Pay: Commensurate with experience.

Benefits: 401K (after 6 months)

Schedule: Monday-Friday, 8:00 a.m. - 4:30 p.m. (24-32 hours per week)

Submit resume to: Firestone Federal Credit Union, 31 Hanna Parkway, Akron, OH 44319

Or E-mail to: fstonecu@fstonecu.com

