NOVATION
CREDIT UNION

500 Imperial Avenue N., Oakdale, MN 55128
800.369.6628 novation.org

Teller (Part Time)

If a part time job working with fun people is appealing, Novation might have the right opportunity for you.

Location: Inver Grove Heights, MN Branch

Job Details:

- Working knowledge of multiple delivery channels (lobby, telephone, drive-up, internet, mail, ATMs, video banking, internet, and other electronic resources) to assist members with account transactions.
- Conduct routine transactions with established guidelines and service level expectations (cash checks, account deposits, loan payments, etc.)
- Research and resolve account or service-related member issues.
- Total commitment to consistently meet or exceed members' expectations.
- Working knowledge of day-to-day operating procedures (processing incoming and returned mail, branch opening and closing procedures, coin machine maintenance, cash and vault processes, etc.) required for the efficient and effective functioning of individual branches.
- Maintain the general organization of the teller and lobby areas.
- Maintain proper security of the work area and confidentiality of member information.
- Active involvement in expansion of account relationships with members and assisting to meet the goal of being members financial partner for life.
- Develop and maintain a thorough knowledge of all credit union products and understanding of how they can be utilized to meet members' multiple needs.
- Understand and adhere to Regulatory requirements, specifically Bank Secrecy Act Policies and Procedures as they pertain to tasks related to position.

Qualifications:
A minimum of a high school diploma, good communication skills, accuracy and attention to detail while providing outstanding customer service. No prior banking experience is needed; training will be provided.

Email resume to: humanresources@novation.org

Salary Range: $16.00 – $22.00 per hour