



1 Wall Street, Suite 402, Burlington MA 01803

Tel: (781) 641-6700

Toll-Free (800) 343-7126

Fax: (781) 641-6701

www.NETFCU.org

Full-Time Universal Branch Representative

In-Person, Branch Location

548 Main Street, Charlestown, MA 02129

Pay Dependent on Experience

New England Teamsters FCU is seeking a candidate to fill our Universal Branch Representative position which entails cash handling, check balancing, paperwork, filing, loan processing, operational tasks and keeping the branch tidy. Strong phone etiquette is a must.

Candidate must be organized, intuitive and a quick learner, able to complete tasks and responsibilities in a timely fashion and demonstrate a strong motivation to learn and progress within the credit union. A lot of opportunities to learn and grow within the credit union, including but not limited to Lending and Accounting.

This position is for a driven individual seeking opportunity to develop or strengthen their career path.

Experience/Skills:

- Cash Handling: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Strong Communication Skills
- High Attention to Detail
- Proficient in Microsoft Office 365
- Ability to Multitask

SCHEDULE

Monday – Friday 8:15 AM – 4:15 PM

BENEFITS

Union Benefits, such as Health Insurance, Dental and Vision Insurance

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