

JOB POSTING

Position: Full Time MSR Position – Tunkhannock Branch Office

Date of Posting: January 9, 2019

RESPONSIBILITIES AND DUTIES:

Serve as liaison between the member and the credit union. Provide account information by phone or in person, as well as information on the full range of credit union products and services. Open accounts for members, resolve issues, and professionally handle the member's daily needs. Provide a variety of transactional services to members. Respond to members' requests, problems, and complaints and/or direct them to the appropriate person for specific information and assistance. Perform other duties as assigned.

As indicated above, the principal location of the position is at the Tunkhannock Branch Office. However, must have the flexibility to fill in at other Branch Offices on an as needed basis. Also, must be available to work the weekend rotation.

If you are interested in applying for the above positions, please submit your interest in writing to Norita Miko in the Operations Department by the close of business on January 16, 2019.