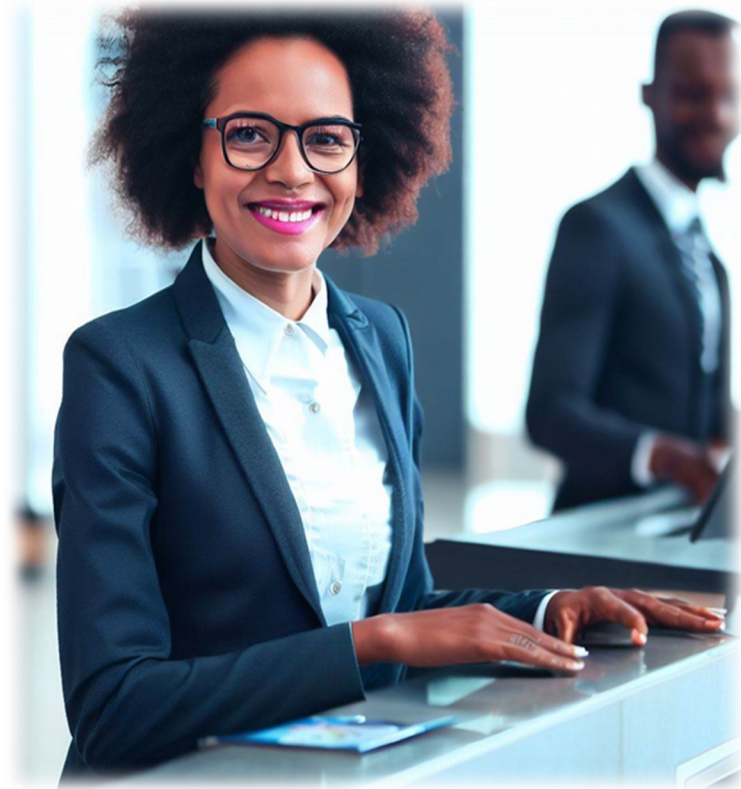


# JOIN OUR FREEPORT BRANCH TEAM

*We are growing and we are looking for YOU!*

## TELLER/MEMBER SERVICE REPRESENTATIVE

We are seeking to fill the position of Teller/Member Service Representative in our Freeport Branch Office who will be responsible for teller and customer service.



### KEY RESPONSIBILITIES:

- ◆ Teller duties
- ◆ Open & close accounts
- ◆ Generate cheques.
- ◆ Prepare Fixed Deposit Certificates
- ◆ Prepare Credit Reference Letters
- ◆ Prepare Weekly Courier pouch for dispatch
- ◆ Log/process post-dated cheques.
- ◆ Prepare new membership applications for Ratification
- ◆ Document filing
- ◆ Answering the telephone
- ◆ Pin ATM & Debt Cards
- ◆ Prepare monthly card reports

### QUALIFICATION AND RELATED EXPERIENCE

- Minimum - Five (5) BGCSE grades 'C' or above—Math and English must be included with grade C or better.
- Ethical and honest.
- A neat and professional appearance.
- Ability to work independently, as well as with a team member.
- Excellent communication, negotiation, and mathematical skills, as well as attention to detail.
- Computer literate.
- Patient and resilient.
- Must possess a "clean" Police Record.

Please submit resumes to:

[resume@tswccul.org](mailto:resume@tswccul.org) by February 2, 2024



**TSWCCUL**  
TEACHERS & SALARIED WORKERS  
CO-OPERATIVE CREDIT UNION LTD.