



P.O. Box 54309 Oklahoma City, OK 73154

ANNOUNCING JOB OPENING

(4 February 2019)

Job Title: Member Service Representative

Location: Oklahoma City, OAEC Office

Hours: Monday to Friday 8:00 – 4:30

JOB SUMMARY

Responsible for processing deposits, member transactions, and periodic lending advances. Performs routine administrative, accounting, filing, scanning, typing, and researching tasks.

REQUIRED QUALIFICATIONS

Ability to perform teller duties accurately, and communicate effectively with the membership. Skill in using personal computer with Windows, MS Office, scanner, and typical office equipment. Analytical, organization, and accounting abilities essential. Ability to work independently with minimum supervision and exercise good judgment.

BENEFITS

Service Time: 1 Yr	401K Contribution
	Defined Benefit Pension
	Ann Performance Appraisal Adj
	10 Days Vacation (+ Birthday)
30 Days	Choice of two Medical Plans (includes Dependents)
	100% Premium Paid Dental/Life/Accident Insurance

TO APPLY Please send Resume with salary requirements to:

Energize Credit Union
PO Box 54309
Oklahoma City, OK 73154

Phone: 405-478-0046
Fax: 405-478-1279
Email: HR@energize.coop

