Financial Services Representative
Signature Federal Credit Union
Location: Alexandria, VA

Summary:
We are seeking a Financial Services Representative to assist our members with their Credit Union needs. The Financial Services Representative will provide expertise with respect to various products and services such as shares, loans, and Visa products, wire transfers, electronic funds transfers, online banking, and mobile banking.

Responsibilities:

- Works directly with members to address and process requests via telephone.
- Responsibilities include but are not limited to reconciling member inquiries regarding shares, loans, and visa accounts, processing request for wires transfers, electronic funds transfers, and maintaining accurate member records.
- Promotes a sales and service culture by cross selling the Credit Union’s products and services.
- Performs other related duties as assigned.

Knowledge and Skills:

- Up to six months of similar or related experience.
- A high school education or GED.
- A significant level of trust and diplomacy is required. Work involves extensive personal contact with others.
- Must have good communication skills and be detail oriented.
- Experience with Symitar/Episys is preferred.
- This position mostly operates from a desk. Physical activity is generally limited to lifting small boxes or items less than 20 lbs.

Equal Opportunity Statement
An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Employee Credit Report and Background Checks
It is the policy of Signature Federal Credit Union to pull an employment credit report and conduct pre-employment background checks for employees with responsibilities for, or access to, member information.

If you’re interested or would like to apply, please submit your resume to careers@signaturefcu.org