

Job Summary

Order Number:

NY1429135

Date Job Order Received:

08/16/2022

Number of Openings:

1

Company Name:

Niagara's Choice FCU

Job Title:

Receptionist

Minimum Experience Required:

1 year

Job Description:

Niagara Falls. Receptionist. Niagara's Choice FCU. FT. Benefits. TITLE: RECEPTIONIST REPORTS TO: BRANCH MANAGER STATUS: HOURLY NON-EXEMPT Purpose The receptionist projects a positive image as a representative for the credit union in receiving visitors and guests. Answer telephones, process mail, provide information to members, and perform various administrative and clerical duties as assigned. Requirements High School diploma or GED PC skills required Professional communication skills required Duties and Responsibilities Greets and welcomes members/non-members in a courteous, professional and timely manner. Directs members for credit union services, shows interest in member's needs. Answers telephone, route calls to appropriate individual and/or voice mail, accept verbal deposit/withdrawal transactions from account to account. Ask probing/clarifying questions as to purpose of the members visit and determines appropriate course of action for member. Answer general questions from members at the desk. Gives general information regarding credit union. Alerts MSR's that member(s) need assistance. Receives and distributes daily mail. Logs night-drop. Maintain pamphlets, bank deposit and withdrawal slips, and calendars. Provide administrative and clerical support to the credit union as required. Perform some file maintenance and accounts changes as needed. Performs other duties as required by management. Maintains confidentiality of the credit union. To apply, contact the employer in person, by mail, by telephone, by fax, by email, or on-line: Meister, Megan 3619 Packard Rd Niagara Falls, NY 14303 Phone: Meister, Megan (716) 284-4110 ext. 234 Fax: Meister, Megan (716) 284-4123 Email: mmeister@niagaraschoice.org Web-site: <http://www.niagaraschoice.org>

Job Location:

3619 Packard Rd
Niagara Falls, New York

Pay:

\$15.00 - \$18.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Holidays, Retirement/Pension,
Clothing/Uniform Allow

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer in person, by mail, by telephone, by fax, by email, or on-line:

Meister, Megan

3619 Packard Rd

Niagara Falls, NY 14303

Phone: Meister, Megan (716) 284-4110 ext. 234

Fax: Meister, Megan (716) 284-4123

Email: mmeister@niagaraschoice.org

Web-site: <http://www.niagaraschoice.org>