



AITKIN
18 First Street N.E.
Aitkin, MN 56431
218-927-3789
FAX: 218-927-2566

CLOQUET
101 - 14th Street
Cloquet, MN 55720
218-879-3304
FAX: 218-879-0018

DULUTH - CENTRAL
630 E. 4th Street
Duluth, MN 55805
218-625-8500
FAX: 218-727-4426

DULUTH - MILLER HILL
1600 Miller Trunk Hwy
Duluth, MN 55811
218-625-8500
FAX: 218-727-1459

DULUTH - SPIRIT VALLEY
215 N. 40th Ave. W.
Duluth, MN 55807
218-625-8500
FAX: 218-624-1571

McGREGOR
149 W. Hwy 210 • PO Box 457
McGregor, MN 55760
218-768-3607
FAX: 218-768-4348

Position Title: Member Service Representative
FLSA Status: Non - Exempt
FTE Status: Part-Time 24 – 30 hours per week

POSITION PURPOSE

The primary purpose of this position is to assist Members Cooperative Credit Union in living out its mission to be the primary positive financial influence in the lives of our members/owners. To achieve this goal the employee must provide outstanding service to both internal and external members. **Must be outgoing, friendly, energetic and engaging and be dedicated to serving and finding financial solutions to our members.** A key component of this service is to identify the financial needs of the member and recommend an appropriate credit union solution. In addition, this position is responsible for executing financial transactions in a timely and accurate manner to promote and maintain positive member relationships. Complies with all aspects of Bank Secrecy Act/Anti-Money Laundering, USA PATRIOT Act and OFAC regulations as it relates to this position and will diligently identify and report suspicious activity appropriately.

QUALIFICATIONS:

High school diploma or equivalent. Preferred minimum of one year experience in retail, preferably in a credit union or bank.

INTERESTED APPLICANTS SEND RESUME, REFERENCES AND COVER LETTER WITH DETAILED SALARY REQUIREMENTS TO:

Members Cooperative Credit Union
Attention: HR Department
101 – 14th Street
Cloquet, MN 55720
or
e-mail to: employ@membersccu.org

RESUMES' WITHOUT DETAILED SALARY REQUIREMENTS WILL NOT BE CONSIDERED.

