



Receptionist

Department: Member Services

FLSA Status: Non-Exempt

JOB SUMMARY: Directs members to proper CU department or personnel and ensures a positive, long lasting first impression of TVFCU for members and nonmembers.

REPORTS TO: Nancy Harding

SUPERVISES: N/A

ESSENTIAL FUNCTIONS:

- Understands the need for absolute certainty in obtaining proper ID before relinquishing any account information. Observes and adheres to Attention Messages and E-notes on each account
- Answers with expertise all general member or account related questions and seeks assistance as necessary; is familiar with general TVFCU knowledge
- Handles account transfers, performs check withdrawals, answers balance and direct deposit questions, and handles general account inquiries
- Ensures that only approved members or outside vendors are allowed past entrance with designated credit union staff
- Examines ID from all outside vendors to include technicians, electricians, contactors, etc.
- Understands and distributes credit union forms housed at reception
- Assists in maintaining a clean and orderly lobby area by picking up writing desk area, changing calendar, refilling deposits/withdrawals slips and pens. Checks tables periodically throughout the day
- Assigns Member Services Team to members and non-members for assistance
- Checks reception supply shelves and replenishes as needed. Ensures area is neat and contains no food or drink
- Maintains current knowledge on safety deposit boxes, opens new safety deposit boxes for members, understands process of closing safety deposit box when member vacates as well as how to allow access to safety deposit box
- Informs Member Services department before leaving the reception desk for any time
- Secures front door, opens and locks doors in am and pm, including remaining at reception desk until lobby is free of members
- Ensures Teller ID is balanced each day before exiting
- Notifies management anytime an emergency or precarious situation arises and supervisory attention is warranted



- Ensures that no sensitive documents are left out and that no printouts remain on the reception printer or at desk
- Any other duties as assigned by Member Center Manager or CEO

EDUCATION & EXPERIENCE:

- High school degree required
- Proven customer service experience required
- Ability to maintain composure with difficult members and non-members
- Competency in Microsoft applications including Word, Excel and Outlook

KNOWLEDGE, SKILLS & ABILITIES:

- Problem solving skills required to ensure member satisfaction in all interactions
- Ability to multitask in a fast paced environment
- Proficient typing skills required
- Excellent verbal and written communication skills required
- Strong basic math skills
- Consistent, professional dress and manner

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands for this position are as follows:

- Ability to change locations throughout the day frequently (desk, lobby, conference room)
- Repeat the same movements
- Use their hands to handle, control, or feel objects, tools, or controls
- Sit or stand for long periods of time
- Use stomach and lower back muscles to support the body for long periods without getting tired
- Make fast, repeated movements of fingers, hands, and wrists
- Ability to stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach
- Specific vision abilities required by this job include close vision requirements due to computer work
- Light to moderate lifting is required



I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature

Date

DATE CREATED/REVISED: 1/7/2020