



We are Hiring a **Teller**

Full-time and Part-time \$12.50/hr

Do you like helping people? Do you want to make an impact in a person's life? At NorthRidge we are committed to empowering our members to take control and realize financial freedom. You can have the opportunity to provide a positive member experience every day!

Teller Responsibilities:

- Receives and processes member financial transactions following credit union policy and procedures, including deposits, withdrawals, and loan payments.
- Verifies and posts transactions to member accounts and maintains member and Credit Union records. Keeping updated records such as phone numbers, addresses and other relatable member information.
- Communicates with members via phone, email, face to face, or any other means provided by NorthRidge. provides routine information concerning services and directs members to appropriate departments for specific information and service.
- Knowledge of NorthRidge services and products. Finds opportunities to recommend them when a need is identified.
- Performs a variety of miscellaneous tasks including the use of all office equipment such as copying, faxing, and the use of coin machines.

Qualifications:

- A high school diploma or equivalent.
- Courtesy, tact, and diplomacy are essential elements of the job
- Must have excellent communication skills.
- Familiarity with computer software such as Microsoft Office products.
- Must be able to lift or carry 50 pounds with or without accommodation.
- Must be able to work in a stationary environment for most of the day.

To Apply:

Please email resume and cover letter to: employment@nrccu.org.

NorthRidge Community Credit Union has offices in: Biwabik, Ely, Hibbing, Hoyt Lakes and Virginia. The main location of this position is Ely, however travel between offices is required.

NorthRidge Community Credit Union is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, military or veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.