



## **Member Relations Associate**

Coast360 is seeking an individual who will play a vital role in the daily member service operations of the credit union. This person will be responsible for greeting and directing members or guests to the appropriate departments, performing paying and receiving functions, and responding to a variety of member inquiries. This individual will also be responsible for obtaining information from members and prospective members to assess their financial needs, as well as recommending and explaining credit union products and services.

A successful candidate must be a team player, have excellent communication skills, and maintain a high level of professionalism during all internal and external member interactions. This individual must also demonstrate the ability to represent the credit union in a positive manner, by leading and upholding Coast360's service excellence standards.

A high school diploma or general equivalency diploma (GED) is required; plus one year related experience in administrative, member/customer service, and cash handling or any equivalent combination of formal training and/or experience which provide the necessary knowledge, skills, and abilities thereof.

We invite interested candidates to submit a resume to Maite Member Center at 450 Route 8 Maite or e-mail [jobs@coast360fcu.com](mailto:jobs@coast360fcu.com). No phone calls please. Employment is subject to a pre-employment screening.

Coast360 is an Equal Opportunity Employer.