



## ***Career Opportunity***

We are expanding! We are opening a new office in the summer of 2019 and have recently promoted from within and have openings for NEW TEAM MEMBERS. ONE Federal Credit Union "ONE" offers a unique environment that fosters individual growth and rewards performance. The work environment can be fast-paced, competitive and energetic. As a growing company in today's financial industry we offer stability, advancement, and the opportunity for financial success. ONE was founded on the philosophy of "people helping people" which is true in their day to day operation as well as in their community involvement. ONE is a work environment unlike any other financial institution; from the atmosphere, to the benefit package, plus so much more! ONE is looking for dynamic and self-motivated people to join the TEAM!

We are currently looking for a motivated individual(s) to serve as UNIVERSAL ASSOCIATE(s) in our Crawford County offices. A UNIVERSAL ASSOCIATE is responsible for:

- Selling products and services to members and nonmembers alike on a general basis. They will be required to learn their members and must have the ability to pair the right individual to the right product or service to sell effectively in a non-threatening yet product environment.
- Performing general teller functions including but not limited to deposits, withdrawals, cash advances, loan payments, transfers, IRA withdrawals / deposits and check cashing with a high degree of accuracy.
- Performing the sale of cashier checks, and any other product offered for by the credit union and must maintain accurate transaction records.
- The advisement and opening procedures of all accounts including but not limited to Regular Share Savings Accounts, Checking Accounts, Money Market Accounts, IRA's, Subshare Savings Accounts and Club Accounts and the servicing of all accounts.
- Loan interviews and applications, and loan closings; gathering background information on loan applicant, ensuring completeness of all information required. Explaining the loan process to include loan options, insurance options, loan policies, interest rates, payoffs, etc.
- Enrolling members for a Debit Card, Courtesy Pay, Overdraft Protection, Electronic Bill Pay, Online Banking, Audio Banking, Gift / Travel Cards and E-statements and other products and services as assigned.
- Answer the phone and help members and nonmembers alike with their inquiries and needs.
- Specific Universal Associate duties will vary by office location.

Candidate should be a dynamic self-motivated professional that has a positive past track record of professional, educational, and personal achievement as well as community involvement. Must have excellent verbal and written communication skills, be detail oriented and have good time management abilities. Candidate must have high school diploma or general education degree (GED). Candidate must have STRONG SALES AND / OR FINANCIAL INSITITION experience. Candidate is preferred to have two years cash handling experience as well.

The ONE Federal Credit Union is an Equal Opportunity Employer.

How to apply: If you are interested in this Career Opportunity please ***provide your resume AND employment application*** to ONE Federal Credit Union ASAP. Applications can be found at [www.onefcu.com](http://www.onefcu.com).

Upon completion of ***application AND resume***, return to:

ONE Federal Credit Union  
Attn: Samantha Smith, Human Resource Manager  
300 Arch Street, Meadville PA, 16335  
[ssmith@onefcu.com](mailto:ssmith@onefcu.com) ***\*\*Email preferred***