



Job Description

Member service in person and over the phone. Performs cash and check deposits/payments/withdrawals as well as customer services such as sales of money orders and tickets; processes new accounts and account maintenance. Cross-selling credit union products and services, filing and back office duties. Understand and comply with applicable Federal and State laws, banking regulations and JACom Credit Union's policies and procedures. Perform other related duties as assigned, including loan functions as needed.

Position Qualifications and Skill Requirements

- High School Diploma or equivalent.
- Bilingual in English and Japanese.
- Excellent verbal and written communication skills required.
- Proficiency with Microsoft Word, Excel and Outlook preferred.
- Possess good sense and sound judgment in practical matters.

Physical Requirements

Must be able to:

- Occasionally lift, carry, push or pull up to 20 lbs.
- Sit for prolonged periods of time and walk/stand for brief periods of time.
- Repetitively use a telephone, computer mouse, 10 key, and keyboard.
- Stoop, kneel, or reach to access documents, equipment and supplies.
- View a computer screen, printed materials, and other documents.

For more information please call Scott at (323) 731-9358 or to submit a resume, please email us at info@jacomcu.org

JACom Credit Union is an equal opportunity employer and makes employment decisions without regard to race, color, religion, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression (including transgender status), sexual orientation, age, military status, veteran status, class or family status.