

Bilingual MSR-Teller (Full Time)

RESPONSIBILITIES:

Provides a variety of transactional functions, including processing deposits, withdrawals, loan payments, cashiers' checks, money orders, and cash advances. Maintains and balances cash drawer and reconciles discrepancies. Supports management and other staff through a variety of tasks as required. Ensures that members are promptly and professionally served. Adheres to all Dover Phila Federal Credit Union policies and procedures. Maintains positive, cooperative relations with members, coworkers, management and the public. Assists members with use of DPFCU technology services including use of mobile app and online banking. Sales goals are not used at DPFCU.

REQUIREMENTS:

- High school graduate or equivalent
- Fluent in English and Spanish and/or a Spanish dialect
- 3+ years customer service experience (preferred)
- Teller experience (preferred)
- Proficient computer and math skills
- Excellent communication skills
- Ability to maintain a clean, organized work area and professional appearance
- Ability to work branch hours including at least 2 Saturdays per month.
- Ability to work at any office location and transition between offices as needed.
- Physical Requirements: Prolonged standing and sitting, frequent use of hands to manipulate/grasp objects, ability to communicate face to face and on the phone, occasional bending and lifting, frequent forward reach.

Responsibilities are listed as guidelines only and the job is not necessarily limited to these duties. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The education, experience and requirements listed are representative of the knowledge, skill, and/or ability required.

Equal Opportunity Employer / Drug Free Workplace

Post 8/6/2025 Expires 8/20/2025