

Teller Supervisor

Evergreen Credit Union

Evergreen Credit Union, a community credit union since 1951 and was voted one of the Best Places to Work in 2016 and 2017. This Teller Supervisor position is out of the Riverside Office.

Responsibilities in this position include:

- Schedules and monitors daily activities of tellers.
- Hires, trains, directs and evaluates employee performance within the department; recommends promotions, transfers, and salary adjustments; identifies performance problems and takes action to correct, including termination.
- Monitors department activities for compliance with established policy and regulations. Takes action to resolve any out of compliance issues.
- Order weekly cash for all tellers. Manages vault cash.
- Performs monthly teller audits.

Requirements for this position include six months to two years of similar or related experience, a significant level of trust and diplomacy in addition to normal courtesy and tact. Ability to be accurate in the job duties, aptitude to learn and maintain multiple systems, excellent communication and organization skills. Familiarity with consumer, equity and mortgage lending is a plus.

Evergreen Credit Union offer competitive pay and benefit package. Qualified individuals interested in joining the ECU family should send a letter of interest and resume to:

Evergreen Credit Union
Attn: C. Lestage – Human Resources
P. O. Box 1038
Portland, ME 04104-1038
Or email: clestage@egcu.org

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