

## Employment Opportunities

**CAPITAL CREDIT UNION**, a full service financial institution with over \$390 million in assets, has opportunities for friendly, customer-service oriented individuals who enjoy being part of a team. We currently employ over 170 individuals at 13 office locations within the Fox Valley and Oshkosh.

Capital Credit Union offers a competitive salary and benefits package to full and part-time employees, and a chance to learn and excel in a growing, family-friendly organization!

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### **College Student/ Limited Part Time Member Associate - Greenville Location**

The Member Associate fulfills members' needs by completing transactions, referring to appropriate departments, and offering and educating the credit union's products and services.

#### **ESSENTIAL RESPONSIBILITIES:**

- Process members' transactions correctly and efficiently.
- Respond to members' questions and inquiries. Refer to other departments as appropriate.
- Listen and inquire for opportunities to educate or introduce products and services that will benefit members.
- Balance cash drawer.
- Assist with ATM machine balancing, vault and other responsibilities as needed.
- Answer incoming calls as needed.
- Perform other duties as assigned to assist others in completing tasks and work assignments.

#### **REQUIRED QUALIFICATIONS:**

- High School Diploma or equivalent (exception is student positions).
  - General office/administrative skills and experience.
  - Previous cash handling experience desired.
  - Good math aptitude and attention to detail.
  - Ability to learn and use credit union computer systems and software.
  - Good interpersonal/member relations skills including the ability to cross-sell credit union products and services.
  - Ability to project a professional image and practice professionalism in a financial environment.
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Full benefit package provided to all full time employees including health, life, LTD, 401(k), and Profit Sharing, paid vacation, sick and holidays, plus floating holidays, flexible spending plan, credit union product benefits and more. Many of these benefits are also provided to part time employees.

**In order to be considered for employment this application needs to be filled out completely.**

[CLICK HERE TO APPLY](#)

After successfully completing the application you will have the opportunity to upload a resume.

**Capital Credit Union**  
Attn: Human Resources  
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Kimberly, WI 54136 Ph: 920-731-3195  
Fx: 920-730-2479

Capital Credit Union is an Equal Opportunity Employer