



Riverland Federal Credit Union is seeking a **Full-Time Receptionist** to join our Lending team. The ideal candidate will have exemplary organizational, problem-solving, communication, and customer service skills. This position will be located at our Main Office at 639 Loyola Ave New Orleans, LA 70113 and will work Monday- Friday from 8:00 am to 4:00 pm.

The Lending Receptionist will be responsible for representing the Credit Union in a professional manner when greeting members and the general public on the phone and in person, ensuring that they are directed to someone who can provide them with assistance.

Essential Functions and Responsibilities:

- Answers phone and directs callers to the appropriate person.
- Greets the public when they come in to the Credit Union. Determines their needs and directs them to the appropriate person.
- Maintains assigned records, files, and reports, as well as assigned administrative responsibilities.
- Supports overflow needs both within and outside the department, as time allows.
- Required to complete annual in-services to include critically identified areas: BSA, Compliance, Security and Workplace Conduct
- Follows Credit Union's policies and procedures at all times and all other duties as assigned.

Education and Experience:

- Minimum 6 months of similar or related experience.
- High school education or GED
- Previous experience in a credit union is a plus.

Other:

- Must be legally authorized to work in the US.
- Must be willing to submit to and pass a criminal background check.
- Must be willing to submit to and pass a credit check.
- Must be bondable.

How to apply: Please send your resume via email to jobs@riverlandcu.org be sure to include the words "Lending Receptionist" in the subject line.

Due to the high volume of resumes received, a personal response regarding your application status is not available. Candidates will be contacted, only if we are interested in an interview.

Riverland is an Equal Employment Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this Credit Union depends solely on your qualifications.