NOW HIRING ADMINISTRATIVE ASSISTANT FOR AUSTIN BRANCH

COMPETITIVE COMPENSATION PACKAGE INCLUDES:

• 401K Plan
• Health Insurance Coverage
• Dental Insurance Coverage
• AD & D Coverage
• Paid Time Off starting at 2 weeks

Interested candidates please email your resume to info@pioneeronline.org or

Human Resource Department
Pioneer Mutual Federal Credit Union
1521 Lake Pointe Parkway
Sugar Land, Texas, 77478

Submit your resume by November 30, 2020

JOB DESCRIPTION:
This position has overall responsibilities of scanning checks, reconciling the deposited check amounts, making adjusting entries, and processing return checks.

For more information contact Rozina Momin at 281-566-8000

QUALIFICATIONS:
Must be at least high school graduate or equivalent.

Banking, Credit Union, or Financial institution Experience would be preferred.

On the Job Training will be provided.

Should have operating knowledge of Microsoft Office, Word, and Excel, and well acquainted with the computer systems.

Must be able to communicate effectively with members in a friendly and professional manner.