NOW HIRING
ADMINISTRATIVE ASSISTANT FOR
SUGAR LAND OFFICE

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 facilitating members via phone and in-person, performing secretarial responsibilities for executives and providing support to different departments with day to day activities.

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.