



**Position:** Office Clerk

**Department:** TBD

**Position Reports To:** TBD

### **Position Summary**

By taking on this dynamic role, you will be taking the first step in a rewarding career in financial services. As a Back Office Clerk, you will provide support to our back office departments by performing administrative tasks needed to ensure we provide the highest level of service possible to our customers. Whether it is through the processing of company mail and packages, filing or scanning company documents or entering data into company software systems, you will play an important role in supporting the lifelong financial partnerships we value with each of our customers.

### **Position Duties and Responsibilities**

To succeed in this position, you must be able to satisfactorily perform common occurrences of each of the following under direct supervision from your manager:

- Process incoming mail and packages, including the opening, sorting and delivery to departments.
- Process outgoing mail and packages, including the collection, packaging and delivery coordination with outside vendors (USPS, UPS, FedEx, etc.).
- Assist in the sorting, copying and filing of company documents in both paper and digital formats.
- Occasionally travel outside of the office to support business needs.
- Maintain a high level of professionalism and work to establish a positive rapport with each customer and co-worker you interact with.
- Understand and comply with applicable Federal and State laws, banking regulations and OE Federal Credit Union's policies and procedures.
- Perform other related duties as assigned.

### **Position Qualifications and Skill Requirements**

- High School Diploma/ GED required.
- Good written and verbal communication skills required.
- Six months of work experience in an office environment preferred.
- Valid driver's license required.

### **Physical Requirements**

- Must be able to frequently lift, carry, push or pull up to 25 lbs.
- Must be able to sit for moderate periods of time and walk/stand for extended periods of time.
- Must be able to perform repetitive tasks using both hands for extended periods of time.