Example of Bank Customer Service Representative Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of bank customer service representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for bank customer service representative

- Act with diplomacy, tact and professionalism when dealing with both members and staff
- Professionalism in actions and appearance
- Attend education functions as required
- Extensive knowledge of the Credit Union's products, services, policies and procedures
- Minimum of one - year experience with a financial institution
- Candidates must be able to work an assigned schedule in a 363/24/7 call center

Qualifications for bank customer service representative

- Must be available for the shift outlined above
- Must be available for the one of the shifts outlined above
- Must be available for one of the shifts outlined above
- Must have at least 2 years of experience in a call center or bank or credit union industries
- Strives to exceed Credit Union, department, and personal goals
- Understands deadlines and is able to meet timeframes that are set