



Employment Opportunities

COMMERCIAL LENDING OFFICER

Tech Credit Union is accepting resumes for a Commercial Lending Officer. The main duties for this position include, but are not limited to, solicit new business and obtain commercial loan applications, monitor timely closings, and cross-sell all Tech CU business products and services. This person will be responsible for managing his/her portfolio and ensuring that sound lending procedures have been followed. Duties required are functional knowledge of Word and Excel. The candidate must have the ability to make cold calls and attain results.

Desired Education/Training, Skills and Abilities include:

- A Bachelor's Degree or training equivalent of a 4-year degree
- 3-5 years of experienced in lending and deposit services
- Knowledge of the marketplace
- Professional image, exceptional verbal and written communication skills
- Services for small business/business lending underwriting procedures, consultative selling techniques and processes, federal and state deposit, lending and collection laws, accounting principles and practices

Minimum Education/Training, Skills and Abilities include:

- An Associate's Degree or training equivalent of 18-36 months
- Two years of lending experience
- Highly motivated, detail oriented, professional and sales-oriented
- Well-developed interpersonal skills necessary for servicing members and projecting a positive image o Tech Credit Union

We offer an attractive compensation package that includes Health Insurance, paid vacations and holidays, Sick / Personal Time, 401(k) opportunity with generous matching incentive, Pension Plan, and more.

If you are qualified and interested in this position, please submit a cover letter and resume to: Tech Credit Union, Attn: Vice President of Human Resources, 10951 Broadway, Crown Point, IN 46307 or fax to 219-662-4384.

Tech Credit Union is an Equal Opportunity Employer



Employment Opportunities

COMMERCIAL LOAN ANALYST TRAINEE

Tech Credit Union is accepting resumes for a Commercial Loan Analyst Trainee. The person hired for this position will develop knowledge to review, identify and qualify risks related to commercial loan requests and existing commercial loan relationships. He/she will analyze financial information and communicate findings through concise, well-written analysis reports as well as verbal recommendations to management to optimize credit underwriting decisions.

Desired Education/Training, Skills and Abilities include:

- A Bachelor's Degree in Finance or Accounting or the training equivalent as such
- Commercial Lending experience
- Accounting experience
- An understanding of basic banking/credit union principles
- Ability to read and understand business and personal tax returns
- Basic knowledge of state and federal guidelines covering small business loans
- Knowledge of sound accounting principles and practices

Minimum Education/Training, Skills and Abilities include:

- Consumer lending and/or commercial lending experience and/or an Associate's Degree in Finance or Accounting
- Two years of accounting or finance experience and/or a Bachelor's Degree in Finance or Accounting
- Strong motivation, detail-oriented, accurate and reliable, professional
- Well-developed interpersonal skills necessary for servicing members and projecting a positive image as a representative of Tech Credit Union
- Functional knowledge of Word and Excel

We offer an attractive compensation package that includes Health Insurance, paid vacations and holidays, Sick / Personal Time, 401(k) opportunity with generous matching incentive, Pension Plan, and more.

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TELLER

Tech Credit Union is accepting applications for Tellers. We have current full-time needs (40 hours a week) in our newest branch in Cedar Lake, IN (opening Spring 2019), Crown Point, Gary (at the corner of Ridge Road and Cleveland St.), and Lowell. We have part-time needs in our Valparaiso Branch (Rt. 30) and Lowell Branch (Rt 2). We are seeking individuals who have a desire to help our membership achieve lifelong financial success. This union position requires the Teller to show proficiency in a variety of functions including, but not limited to, check and cash deposits to checking, savings and club accounts, loan payments, money orders, traveler's checks, new member maintenance, ordering of ATM cash cards, IRA deposits, drive-up, and other duties relevant to the position as assigned by management.

Minimum qualifications include:

- Must possess a strong desire to help members with exceptional, friendly service
- High School Diploma or Equivalent
- Previous cash handling, preferably in a financial institution
- Previous customer service experience
- Current working knowledge of Microsoft Office (MS Word and MS Excel)
- Must have open availability Monday through Friday between the hours of 7:15 am and 6:30 pm and between the hours of 8:00 am and 1:00 pm on Saturdays.
- Ability to work 40 hours per week for full-time
- Ability to work a maximum of 29 hours per week for part-time
- Must be able to regularly sit, stand, and walk throughout the branches
- Must be able to communicate effectively

We offer an attractive compensation package that includes Health Insurance, paid vacations and holidays, Sick / Personal Time, 401(k) opportunity with generous matching incentive, Pension Plan, and more for full time employment.

If you are qualified and interested in this position, please submit an application of employment online or in person at any of our branches. You may send a resume to: Tech Credit Union, Attn: Vice President of Human Resources, 10951 Broadway, Crown Point, IN 46307 or fax to 1-219-662-4384.

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