

Receptionist

Wausau, WI 54401

Job Type: Full-time

Work Setting: In-Person

Full job description

At Cloverbelt Credit Union (CCU), **Our People Make the Difference**. We're a growing, and community-focused financial institution where exceptional service isn't just a goal, it's our standard. As a Receptionist, you'll be part of a team that's truly committed to helping members thrive. Because at CCU, **Where You Bank Does Make a Difference**.

We're looking for a friendly, organized, and member-focused professional who enjoys helping others and keeping operations running smoothly. This position is perfect for someone who thrives in a fast-paced environment, enjoys multi-tasking, and values being part of a supportive team.

What You'll Do:

- Greet members and visitors in a professional and welcoming manner.
- Direct members to the appropriate team member or department.
- Answer and route incoming phone calls promptly and courteously.
- Assist in opening and closing accounts.
- Handle incoming/outgoing mail, deliveries, and general administrative tasks.
- Provide accurate and efficient service while maintaining attention to detail.
- Educate members on CCU products, services, and online banking.
- Contribute to a positive, team-oriented work environment.

What We're Looking For:

- A commitment to member service and a positive attitude.
- Excellent communication and interpersonal skills.
- Professional appearance and demeanor.
- High level of accuracy and attention to detail.
- Ability to work effectively both independently and as part of a team.
- Previous receptionist or administrative support experience preferred.

Why Join CCU?

- Supportive and community-driven workplace culture.
- Excellent work-life balance with a consistent weekday schedule.
- Comprehensive benefits package including:
 - 401(k) with employer match
 - Health, dental, and vision insurance
 - Flexible spending account
 - Disability and Life Insurance
 - Paid time off
 - Ongoing training and career development opportunities

Join a team where **Our People Make a Difference** and where your work will too. Apply today by submitting your resume. We look forward to hearing from you!