

# Part Time Communications Specialist

## Springfield, VT

One Credit Union is currently seeking an experienced Part -Time Communications Specialist to join our Springfield, VT Contact Center Team.

The ideal candidate will have:

- Minimum of (2-3) years in customer service
- Consumer Lending experience is a plus
- Minimum of (3) years financial services experience
- Strong phone communication, verbal and listening skills
- Familiarity with the Windows Operating System with proficiency in basic computer skills(Internet, Email, Word Processing & Spreadsheets)
- Understanding of regulatory environment
- Strong TEAM player
- Ability to perform simple math such as interest calculations, percentages, multiplication and division.
- Demonstrated time management and prioritization skills

The Part -Time Communications Specialist reports to the Contact Center Supervisor

Requirements:

- Education Requirements: High School Diploma or equivalent combination of education & experience.
- Wages commensurate with experience and skillsets.
- Benefits offered: 401k plan

**Email cover letter, resume and  
references to**

**[jobs@onecu.org](mailto:jobs@onecu.org)**

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