



## ***Employment Opportunities***

***We Are First Because of Our People***

***First Peoples Community Federal Credit Union offers a full benefits package including medical and dental insurance, paid time off and sick leave, 401K and much more!***

***Currently we are looking for:***

### ***Executive Assistant/Analyst***

***This position is responsible for providing secretarial and clerical support to executive management. Types and assembles letters, memos, and reports. Answers questions and directs telephone calls and visitors. Assembles and maintains statistical data. Performs and oversees specific projects and programs as assigned. Knowledge of word processing, spreadsheet applications, and secretarial experience required.***

### ***Full Time and Part Time Tellers***

***If you are an outgoing, detail-oriented individual with demonstrated customer service, computer, and cash handling experience, we want to hear from you!***

***e-mail resumes to [humanresources@firstpeoples.com](mailto:humanresources@firstpeoples.com)***