



## Trainers

Fox Communities Credit Union is a \$1.5 billion in assets community-based credit union serving over 100,000 members at 22 locations. We take pride in being a progressive, member-owned, full service financial institution dedicated to serving the community.

**We are adding to our team!**

**We currently have career opportunities for full-time Trainers in the Appleton and Green Bay areas!**

The role of Trainer at Fox Communities Credit Union is responsible for improving employee effectiveness and performance through individual training consistent with the credit union's priorities, philosophy and policies. The open position will mostly be responsible for training our newly hired Teller staff. The role will ensure they are meeting the job and member service expectations of the credit union and branch.

Responsibilities and expectations of this position will include but are not limited to:

- Conduct new employee orientation training, on the job training, including use of computers, core system software along with credit union products, procedures, safety and security practices, and basic compliance policies.
- Conduct continuing education and refresher training for employees on products, procedures, policies and compliance.
- Evaluate and assist in enhancing training manuals and related materials and classes.
- Travel will be required to all of our locations with new hires and follow up training as needed.
- Meet all training objectives established for each training program.
- Maintain a basic understanding of Credit Union products, services, policies, procedures as well as an understanding of the Credit Union's mission.
- Successfully integrate trainees into their position and environment.
- Maintain updated material on products, processes and procedures.
- Complete reports and records accurately and in a timely manner.
- Meet individual goals established for the year.
- Work closely with the Training Manager and other training department staff to address problems and share ideas and recommendations for our training program.
- Provide friendly, professional and accurate service and support to all members and associates.
- Flexible availability to assist as needed with training staff for branch hours which may include opening or closing shifts and an occasional Saturday.

Candidates for this position should possess:

- Proven one on one training experience
- Excellent written and verbal communication skills
- Ability to work in a fast paced environment.
- Proven ability to work independently and as part of a team.
- Professionalism in appearance, dress and attitude is a must.
- Understanding of basic financial industry compliance.
- Knowledge of MS Word, Excel, PowerPoint and credit union software and equipment is required.

Fox Communities Credit Union believes our employees are our most important asset. **We offer a great team environment, competitive salary and an excellent benefit package which includes, medical, dental, vision, life, short term and long term disability insurance, 401k (Roth and Traditional), which includes company contributions including match, and paid time off! As part of our commitment to the communities we serve we also offer all employees Paid Volunteer Time Off!** If you are enthusiastic about a rewarding career with a successful & growing credit union, please complete an online application and/or submit your resume and salary requirements to:

Human Resources. Fox Communities Credit Union 3401 E. Calumet St. Appleton, WI 54915

Email: [hr@foxcu.org](mailto:hr@foxcu.org) [www.foxcu.org](http://www.foxcu.org)

Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individuals with Disabilities.

**Team Fox Rocks!**