



Aloha Pacific Federal Credit Union
Job Posting for March 1, 2010

Position: Branch Sales Associate, Full-time (2 positions)

Location: Kapolei Branch

Manager: Genal Perrin – Senior Branch Manager, Joy Rafael – Branch Development Manager

Submit Inquiry to: Human Resources Department

Job Summary: Perform branch responsibilities not limited to both teller services and member services in accordance with quality service objectives and credit union policies and procedures. (account/loan servicing transaction processing or, new account servicing, new loan servicing, account maintenance, product cross-sales, balancing, and financial transaction record-keeping).

Position: Branch Sales Associate, Full-time (3 positions)

Location: Relief Pool

Manager: Joy Rafael, Branch Development Manager

Submit Inquiry to: Human Resources Department

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Position: Branch Sales Associate, Full-time (3 positions)

Location: Main Branch - South Hotel Street, Downtown Branch, Kaimuki

Manager: Jo Ann Tatsuyama – Senior Branch Manager (Main/Hawaii Kai)

Joy Rafael – Branch Development Manager (Kaimuki)

Submit Inquiry to: Human Resources Department

Job Summary: Perform branch responsibilities not limited to both teller services and member services in accordance with quality service objectives and credit union policies and procedures. (account/loan servicing transaction processing or, new account servicing, new loan servicing, account maintenance, product cross-sales, balancing, and financial transaction record-keeping).

Position: Assistant Branch Manager, Full-time (1 position)

Location: Main Branch – South Hotel Street

Manager: Jo Ann Tatsuyama – Senior Branch Manager Main

Genal Perrin – Senior Branch Manager (Waialeale/Downtown)

Submit Inquiry to: Human Resources Department

Job Summary: Responsible for the direct supervision of day-to-day branch operations. Coordinate work schedules, allocate workload, and provide oversight, guidance and assistance to branch personnel. Train branch staff in operational processes and procedures; monitor staff performance and recommend personnel actions; assist staff in complex situations and problem escalation; and recommend changes for continuous process improvement. Assist Branch Manager in tracking profitability and performance in achieving sales goals and service level standards of assigned branch. Assist in SEG servicing and assume back-up responsibilities for Branch Manager as needed. Minimum requirement of 3 years lending experience, 3 years management experience, and 3 years of financial industry experience.

Position: Administrative Clerk, Full-time (1 position)

Location: Main Branch, Executive Office

Manager: Wallace Watanabe – Chief Executive Officer, Susan Hiyoto – Executive Assistant

Submit Inquiry to: Human Resources Department

Job Summary: Responsible for general administrative duties including answering phones, filing, copying, and faxing. Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures: Copies data and compiles records and reports. Prepares, issues, and sends out receipts, bills, minutes, invoices, statements, and checks. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail. Will greet and assist visitors and vendors. Other duties as specified.



Position: Information Technology Specialist, Full-time (1 position)

Location: IT Office, 2200 Kamehameha Highway, Suite 208

Manager: Dustin Tabata, IT Development Manager

Submit Inquiry to: Human Resources Department

Job Summary: Primary responsibility will be helpdesk support. In addition the position will handle installs, modifications, and makes minor repairs to personal computer hardware and software systems, and provides technical assistance and training to system users by performing the following duties: Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity. Inspects personal computer equipment and reads order sheet listing user requirements to prepare microcomputer for delivery. Installs or assists service personnel in installation of hardware and peripheral components such as monitors, keyboards, printers, and disk drives on user's premises. Loads specified software packages such as operating systems, word processing, or spreadsheet programs into computer. Instructs users in use of equipment, software, and manuals. Other duties as specified.