

# We're hiring!

We're looking for high energy, self-motivated individuals to fill this position in our Wardensville Financial Center.

## FULL TIME TELLER



**APPLICANTS PLEASE EMAIL** cover letter and resume by March 6, 2020 to Monika Eckard (meckard@yourbank.com)

**Equal Opportunity/Affirmative Action Employer  
Equal Housing Lender • Member FDIC**

## PRIMARY RESPONSIBILITIES

include, but are not limited to: processing deposits, withdrawals, and payments in a professional and courteous manner according to established guidelines, opening new accounts, providing service and performing maintenance on existing accounts, assisting with safe deposit box entries, answering customer (both internal and external) inquiries, answering and directing calls, cross selling products, resolving customer concerns, while being attentive and alert to the needs of the customers.

## SKILLS NEEDED

- Have community banking experience (preferred but not required);
- Have excellent time management and organizational skills and be attentive to detail;
- Show good verbal and written communication and strong interpersonal skills;
- Possess ability to work independently as well as complete projects using a team approach;
- Have basic computer skills;
- Should have cash handling experience (preferred), and
- Be able to handle multitask situations

## EDUCATION NEEDED

High School Diploma or Equivalent

## SALARY STATUS

Hourly Rate Pending Experience