

# We're hiring!

We're looking for high energy, self-motivated individuals to fill this position.

## UNIVERSAL BANKER



Pendleton Community Bank

**APPLICANTS PLEASE EMAIL** cover letter and resume by July 8, 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: developing new loan and deposit relationships, 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, developing your reputation as a trusted financial advisor to customers and sources, resolving customer concerns, while being attentive and alert to the needs of the customers.

## SKILLS NEEDED

- Have community banking experience (preferred);
- Possess an understanding of and ability to sell all types of loan and deposit products;
  - Have excellent time management skills and be attentive to detail;
  - Show good verbal and written communication skills and strong interpersonal skills;
  - Have strong relationship-building 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 Work Experience

## SALARY STATUS

Hourly Rate Pending Experience