

We're hiring!

We're looking for a high energy, self-motivated individual to fill the position of Full Time Teller/CSR in our Marlinton office.

FULL TIME TELLER/ CSR



APPLICANTS PLEASE EMAIL cover letter and resume by August 28, 2020 to Monika Eckard (meckard@yourbank.com)

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

PRIMARY RESPONSIBILITIES

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 experience in a community bank environment (preferred, not required);
- Have excellent time management skills and be attentive to detail;
- Show good verbal and written communication skills 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 multi-task situations.

EDUCATION NEEDED

High School Diploma or Equivalent

SALARY STATUS

Hourly Rate Pending Experience