

We're HIRING

We're looking for high energy, self-motivated team members to fill this opening!



FULL TIME TELLER / CSR

Marlinton

PRIMARY RESPONSIBILITIES

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.

EDUCATION NEEDED

High School Diploma or equivalent

SALARY STATUS

Hourly, Pending Experience

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.

APPLICANTS PLEASE EMAIL

cover letter and resume to Monika Eckard
meckard@yourbank.com



Equal Opportunity/
Affirmative Action Employer

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