

We're **HIRING** **PCB**

Pendleton Community Bank

*Your bank
for generations...*

We're looking for high energy,
self-motivated individuals
to fill this position in our
**Moorefield, Petersburg,
Wardensville Market**

FLOAT TELLER

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 by March 17, 2021 to Monika Eckard
(meckard@yourbank.com)

Member FDIC
Equal Housing Lender
Equal Opportunity/Affirmative
Action Employer