

Frontline Job Description

Responsibilities:

- Customer Focus
- Deposit Transactions
- Account Opening
- Vault and ATM balancing
- Customers interaction with all products within Century
- Balancing

Qualifications:

- Attention to detail and quality of work is very important
- Positive attitude
- Problem solving
- Ability to relate well with customers in a professional manner
- Professional telephone and communication skills are essential
- Good organizational skills

Century Bank and Trust offers competitive salaries and an extensive benefits package, including:

- Medical, Dental and Vision Insurance
- Short-term or Long-term Disability (comp. paid)
- Employee life and AD&D insurance (comp. paid)
- Flexible Spending and Dependent Care Spending Account
- 401(K)/profit sharing program with company match
- Paid Vacation and Sick Time Off/Paid Holidays/Paid Birthday Day Off
- Employee Service Recognition
- Sponsored Training and Certification and Tuition Assistance

Hours:

Monday-Thursday: 8:15am - 5:00pm

Friday: 8:15 am – 6:00 pm rotations

Saturday rotations

For more information, please contact Tiffany Moore, Deposit Manager at 517-278-1535 or email tiffanymoore@centurybt.com.