

Frontline Job Description

Essential Functions

- Provide accurate, timely and customer focused service to our customers in processing transactions efficiently.
- Maintain confidentiality of all customer information.
- Follow all office opening and closing procedures.
- Maintain a drawer with balancing guidelines.
- Follow all procedures for vault and ATM balancing
- Gather and process customer information for account openings.
- Recognize opportunities and take initiative to cross-sell products and services.

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-Friday: 8:15am - 5:00pm
Saturday rotations

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