

Please Post

POSITION AVAILABLE

Position: Customer Service Representative

Department: Customer Service Main Office

Job Description: Perform daily customer service functions

Daily Responsibilities: New deposit accounts and updates
Wires transfers
Cross sell bank products/services
Assist branch office CSR's
Mail pickup and sorting
Wire count and file

Periodic Responsibilities: Statistical reporting
Garnishments
Savings bonds
Gift cards
Gift card administrator
Notary service
Balance checkbooks
Problem resolution
Deposit rate changes
Social Media posts

Applicant will also be the “back-up” for all other positions in the department.

Qualifications: Knowledge of Microsoft Office specifically Word and Excel is a required function of this position. Applicant must be proficient in written communication and must be able to perform the above functions accurately, efficiently and professionally. Problem solving and interpersonal skills are a must. An ability to work well with others and establish an air of teamwork is essential.

Job Requirements: Full time hours (Including Saturday Rotation)
Dependable and conscientious
Professional telephone skills