

Trust Operations Assistant (Full-Time)

Location: Coldwater Main Office

Community Bank & Trust is seeking a motivated and detail-oriented **Trust Operations Assistant** to join our Trust Department. This fast-paced position offers regular interaction with both clients and CB&T team members, making it ideal for an individual who enjoys providing exceptional support while managing multiple responsibilities.

The successful candidate will be disciplined, organized, and capable of working independently while also collaborating effectively with others. Comprehensive on-the-job training is provided, including detailed procedures for all job functions.

Work Location & Travel Requirements

This position is based at our **Coldwater Main Office**. However, the selected candidate must be willing and able to provide assistance to our **Three Rivers, Sturgis, and Quincy** locations as needed.

Desired Skills & Qualifications

- Strong people and customer service skills
- Professional etiquette and communication abilities
- Excellent organizational skills
- High attention to detail and accuracy
- Critical thinking and problem-solving skills
- Effective time management
- Team-oriented mindset
- Dependable and flexible
- Ability to prioritize tasks in a fast-paced environment

Job Responsibilities

Responsibilities include, but are not limited to:

- Answering and directing phone calls
- Processing bill payments for trust clients
- Handling ACH payments and deposits
- Preparing new account and account closure documentation
- Preparing inactive trust account files
- Conducting monthly administrative account reviews
- Maintaining accurate and current client files
- Distributing mail daily

- Ordering and maintaining office supplies
- Providing administrative and operational support to Trust Officers, the Operations Manager, and client relations staff

How to Apply

Employees interested in this position should first notify their supervisor and then contact **Jamie Willison** to schedule an interview.