

Bank of Commerce is currently looking for an energetic individual to add to our Neodesha, Kansas branch. Candidates should demonstrate strong customer service skills, attention to detail and the ability to multi-task when needed.

PLEASE APPLY AT: www.boc-ks.com

Equal Opportunity Employer

JOB SUMMARY:

Works closely with customers to fulfill their banking needs and connect them with account services. Performs a variety of receptionist, secretarial and clerical duties as well as handling day-to-day transactions. Handle customer communications, business correspondence, client relations both in person and via e-mail and phone.

CUSTOMER SERVICE REPRESENTATIVE DUTIES:

- Help customers open checking and savings accounts.
- Maintain customer accounts and help resolve disputes.
- Refer customers to loan officers or other financial specialists.
- Recording transactions.
- Counting and packaging currency.
- Reconciling cash drawers.
- Promoting the bank's products and services.
- Communicating with other bank team members.
- Safe Deposit Boxes (opening, closing, billing, allowing customers access).

SKILL REQUIREMENTS:

Prior banking experience preferred but not required. Candidates should demonstrate strong customer service skills, attention to detail and the ability to multi-task when needed. Must be willing to work with a team and come to work with a positive attitude.

WORK DAYS/HOURS:

Monday - Thursday

8:15 AM – 4:00 PM

Friday

8:15 AM – 5:00 PM

Occasional Saturday Morning

8:45 AM – 11:30 AM