

Bank of Commerce is currently looking for an energetic individual to add to our Parsons, 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. Performs a variety of clerical duties as well as handling day-to-day transactions. Handle customer communications, business correspondence, client relations both in person and by phone.

CUSTOMER SERVICE / TELLER DUTIES:

- Processing customer transactions.
- Counting and packaging currency.
- Reconciling cash drawers.
- Promoting the bank's products and services.
- Communicating with other bank team members.

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 – 5:00 PM

Friday

8:15 AM – 5:30 PM

Occasional Saturday Morning

8:45 AM – 12:00 PM