

Client Service Representative

Commercial oriented bank in the North Hills Bank is seeking qualified applicants to fill a full-time Client Service Representative position (Bank Teller).

It is important that the candidate possess exemplary client service skills and an understanding of banking deposits and services. Bank Teller, new account processing, or back office processing is a plus. We are willing to train to the right candidate.

The position entails cash handling, opening new accounts including IRA accounts, answering telephones, strong customer service and strong PC skills. We encourage the personal aspect of interacting with our client base by getting to know them by name and their businesses. We work in a team environment and pride ourselves on our exemplary Customer Service.

Familiarity with Microsoft Office is beneficial. Candidate must be personable, able to multi-task, learn quickly in a rapid paced environment and be able to interact well with others. No nights or weekends are required; position is Monday through Friday 8:00 to 5:00. Starting salary is negotiable, full benefits offered including health plan, 401 (k) plan and ESOP plan.