



## WE ARE HIRING!

### Universal Banker

We focus on elevating the region by helping to build businesses as well as help build the lives of those who live here. Maybe that sounds too grandiose to some, but it doesn't to us. Because we live it every day. We know our customers, and we're truly interested in what they have to say, and what daily challenges they face.

bankcda is innovative, technologically advanced, we employ only experts, and we deliver the same level of service and types of products that the big banks do. This is why we're such a unique institution. Genuinely friendly, caring people who are actually brilliant at what they do – that's who we are!

**This position is 40 hours/week**

**Monday – Friday**

#### Duties and Responsibilities

Provides a full range of banking sales and service at a retail branch location

- Initiates sales and service activities designed to retain existing relationships and enable growth of new relationships
- Assists customers in processing financial transactions in accordance with established policies and procedures
- Answers questions and/or resolves complex technical problems on customer accounts
- Opens new accounts in accordance with current policies and procedures
- Performs other duties as assigned

#### Requirements and Qualifications

- High school diploma or equivalent
- Cash handling experience preferred
- Typically requires 1-2 years of experience as a customer service representative, teller, or personal banker, providing high quality service
- Must be outgoing, accurate, goal oriented, accountable for errors
- Maintain a professional demeanor at all times
- Ability to work effectively as part of a team

