

Full-Time Customer Service Representative/Teller

Reports to the Isle Branch Manager

Pay Range: \$19-\$21/hour

First National Bank of Milaca is seeking a qualified candidate to fill a full-time Customer Service Representative/Teller position at our Isle branch location. The primary responsibility of this position is to provide the Isle community with exceptional customer service by assisting bank customers with their banking needs, opening and servicing of deposit accounts, and identifying appropriate products and services to best assist the bank customer. This position will also provide teller support and assist with other branch responsibilities as needed.

Job Responsibilities include, but are not limited to:

- Open new deposit accounts while identifying customer needs and promoting appropriate products and services.
- Provide quality customer service to new and existing customers by providing timely and accurate responses to customer inquiries.
- Maintaining and balancing a cash drawer, following dual control policies and procedures.
- Processing transactions including cashing checks, issuing cashier's checks and receiving deposits and loan payments.
- Must be able to work 1 or 2 Saturday mornings per month.

Candidate must demonstrate excellent oral and written communication skills, demonstrate excellent customer service and math competency skills along with the ability to understand and trouble shoot complex monetary transactions.

First National Bank of Milaca is an equal opportunity employer and offers a competitive salary and benefit package. Qualified candidate may submit a cover letter and resume via email to sara.welch@fnbmilaca.com or mail to First National Bank of Milaca, Attention Sara Welch at PO Box 38, Milaca, MN 56353.