

Service Associate

Location:

- North Manchester Branch
106 West Street, North Manchester, IN 46962

Hours:

Full Time: 38.75 hours/week (Benefits after 90 days)
Monday – Friday 8:15 am – 5:00 PM
Saturday (bi-weekly) 8:00 am – 12:00 PM

Primary Duties and Responsibilities:

- Provides account services to customer by
 - Receiving deposits
 - Loan payments
 - Cashing checks
 - Issuing savings withdrawals
 - Recording night deposits
 - Selling cashiers checks and money orders
- Answering telephone inquiries
- ATM balancing and replenishment
- Check ordering
- Process stop payments
- Understand, promote and advise on the bank's products, services and electronic delivery channels
- Relationship Building with customers and resolve customer problems confidently
- Maintain a professional manner and appearance
- Maintain a high level of confidentiality concerning customers' accounts
- Assist other departments as necessary

Qualifications:

- High school or equivalent (required)
- Banking experience (preferred)
- Sales or customer service experience (required)
- Technology proficiency
- Attention to detail
- Ability to work well with others in a team environment