

## **Universal Banker (Part-time)**

New Frontier Bank is looking for an experienced Part-Time Time Universal Banker. We are a growing community bank in St. Charles County with 3 locations where we value our relationships with customers and staff. We believe that each employee contributes to the success of New Frontier Bank and are looking for talented, hard-working professionals to join our team.

Part Time Hours: Will work 16-20 hours per week, 8 hours per day during the week; 4 hours on Saturday. Will usually work every other Saturday.

### **Job responsibilities:**

Promotes and upholds the ideal objective to fully take care of our customers.

Process teller transactions and open new accounts.

Recommend products and services that best match our customers' needs.

Responds to customer requests and resolves issues in a professional and friendly and efficient manner.

Cross sells bank products. Be willing to make sales calls inside and out of the branch.

Assists with opening and closing the bank.

Requirements:

### **Education and Experience:**

Two years prior banking experience or equivalent job experience.

High school diploma and/or some college a plus.

### **Skills and Abilities:**

Able to multi-task.

Excellent time management and interpersonal skills.

Able to handle large amounts of cash.

Knowledge of basic math.

Excellent alpha/numeric data entry skills.

Ability to stand for extended periods of time while operating teller equipment.

Good verbal communication skills.

Must be detail-oriented and a team player.

### **Compensation and Benefits:**

Competitive Salary; commensurate with experience.

Equal Opportunity Employer of all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.