

Employee Search

Job Title:

Teller/Customer Service Representative

Institution/Location:

First National Bank of Chadron
202 Main Street, PO Box 1351
Chadron, NE 69337
www.fnb4me.com

Bank Contact Person:

Erin D. Huth
Phone: 308-432-5552
E-mail: ehuth@fnb4me.com

Job Description:

1. Teller: handles all types of bank transactions and windows. Provides service to customers regarding daily transactions, including receipt and payment of cash, opening and closing accounts, answering inquiries, processing certificates and referring customers for appropriate services; may assist the head teller in training of other tellers.
2. CSR: works with customers in explaining and opening new accounts; prepares and/or coordinates the preparation of all paperwork for new accounts; arranges printing of custom checks and debit cards; may assist in related public relations activities; assists with customer inquiries.

Benefits:

Very competitive benefit package; health insurance, paid vacation and sick leave, paid holidays and 401k plan

General Requirements:

1. High school diploma or equivalent
2. Enjoy customer contact
3. Acceptable computer and office machine knowledge
4. Good attention to detail
5. Professional appearance and compatible personality
6. Availability 7:45 am to 5:15 pm Monday-Friday; occasional Saturday mornings

FDIC

Equal Employment Opportunity

May 10, 2019