



CAREER OPPORTUNITY NOTICE

The Eastside Office is now accepting job applications from qualified individuals for the following position.

CONTACT	LOCATION	DEPARTMENT	JOB TITLE
Claudia Garcia	Eastside	Ops	Universal Banker

WEEKLY HOURS	Full-Time
POSITION DESCRIPTION:	Supports branch growth by promoting new business and cross selling Bank products to new and existing customers. Provides exceptional customer service by performing accurate transactions and meeting all HCN Bank service standards. Ensures compliance with all Federal and State laws and regulations. Assists customers with complex transactions. Is knowledgeable of the Bank's products and services and builds customer relationships by choosing appropriate types of accounts. Pro-actively participates in all Bank promotions and sales efforts.
JOB DUTIES:	<ul style="list-style-type: none">• Promotes and sells bank products and services to new and existing bank customers through in-person contact, telephone, written correspondence and occasional outside sales calls.• Meets/exceeds all standards of sales and service performance measurement and maintains accurate records of all production/results.• Provides information and referrals to customers seeking other services, including but not limited to remote deposit capture, ACH origination, on-line banking and loans.• Provides exceptional customer service while assisting in-person and telephone customer requests and inquiries.• May assist with teller transactions including running a cash drawer as needed.• Maintains acceptable cash balancing /cash control records to meet all Bank guidelines.• Adheres to prudent risk management procedures to limit operational/transactional loss exposure to the Bank.• Maintains excellent knowledge of operations procedures, bank products and services and all applicable regulations.• May train other Financial Service Representatives.• May assist at other branches as assigned.• Performs miscellaneous duties as assigned.
QUALIFICATIONS:	<ul style="list-style-type: none">• Six (6) months to one-year new accounts experience preferred.• Six (6) months to one-year bank teller experience preferred.• Excellent interpersonal communication and problem-solving skills.• Excellent customer service skills.• Detail-oriented with an ability to follow procedures.• Knowledge of bank operations and procedures.• Certified BSA training.• High school diploma or equivalent.
PAY RANGE:	\$18.00 - \$20.00 per hour

HCN Bank is an Equal Employment Opportunity Employer

Date: February 28, 2024