



## CAREER OPPORTUNITY NOTICE

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

CONTACT	LOCATION	DEPARTMENT	JOB TITLE
Teresa Maples	Westside	Ops	Universal Banker

<b>WEEKLY HOURS:</b>	Full-Time
<b>POSITION DESCRIPTION:</b>	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 Bank of Hemet 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.
<b>JOB DUTIES:</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Meet/exceed all standards of Sales and Service performance measurement and maintain accurate records of all production/results.</li> <li>Provide information and referrals to customers seeking other. services; including but not limited to electronic banking offerings and cash management products.</li> <li>Give exceptional customer service while responding to in-person and telephone customer requests and inquiries.</li> <li>May assist with teller transactions including running a cash drawer as needed.</li> <li>Maintain acceptable cash balancing /cash control records to meet all Bank guidelines.</li> <li>Ensure financial transactions are completed accurately and efficiently, while complying with all policies, procedures, and regulatory banking requirements.</li> <li>Maintain excellent knowledge of operations procedures, bank products and services and all applicable regulations.</li> <li>May assist in training Financial Service Representatives.</li> <li>Perform miscellaneous duties as assigned.</li> </ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>Six (6) months to one-year sales experience preferred.</li> <li>Six (6) months to one-year bank teller experience preferred.</li> <li>Excellent interpersonal communication and problem-solving skills.</li> <li>Demonstrated customer service skills.</li> <li>Detail-oriented with an ability to follow procedures.</li> <li>Knowledge of bank operations and procedures.</li> <li>BSA knowledge.</li> <li>High school diploma or equivalent.</li> </ul>
<b>PAY RANGE:</b>	\$15.50 - \$18.00 per hour

Call Teresa Maples:

- If you have an interest in applying for this position and meet the qualifications.
- If you know a qualified individual who may be interested in a career at HCN Bank
- If you have any questions or would like additional information about the position.
- Please submit internal applications to HR at the Riverside Branch.

**HCN Bank is an Equal Employment Opportunity Employer**

**Date: February 15, 2023**