



CAREER OPPORTUNITY NOTICE

The Private Banking Department is now accepting job applications from qualified individuals for the following position.

| CONTACT | LOCATION | DEPARTMENT | JOB TITLE |
|-----------------|----------|--------------|--|
| Sinthia Canales | Beaumont | Beaumont Ops | Administrative Assistant – Private Banking |

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| WEEKLY HOURS | 40 – Full-Time |
| POSITION DESCRIPTION: | Assists/supports the Private Banking Officer with administrative tasks as directed. In addition, supports other Private Banking Officers as needed. Provides exceptional customer service by performing accurate transactions and by meeting all HCN Bank service standards while interacting with Private Banking Clients. Ensures compliance with all federal and state laws and regulations. |
| JOB DUTIES: | <ul style="list-style-type: none">• Accurately performs transactions as directed, including account opening, wire transfers, account transfers, negotiable instruments, process block entries, etc.• Prepares reports as directed.• Complete enrollment forms, agreements and set up for customers seeking other services, including but not limited to, Remote Deposit Capture, ACH origination, On-line Banking, etc.• Provides exceptional customer service while assisting in-person and telephone customer requests.• 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.• Performs miscellaneous duties as assigned. |
| QUALIFICATIONS: | <ul style="list-style-type: none">• Minimum high school diploma or equivalent.• Good oral and written communication skills.• Ability to resolve problems and effectively deal with client issues.• Knowledge of bank operations and procedures.• Good typing and computer skills.• Certified BSA training. |
| PAY RANGE: | \$20 - \$23 per hour |