



CAREER OPPORTUNITY NOTICE

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

| CONTACT | LOCATION | DEPARTMENT | JOB TITLE |
|-------------|-------------|------------|-----------------------------------|
| Sharon Reed | San Jacinto | Operations | Financial Services Representative |

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| WEEKLY HOURS | 40 – Full-Time |
| POSITION DESCRIPTION: | Supports branch growth by promoting new business and cross-selling Bank products to new/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. The FSR is knowledgeable of the Bank's products and services and builds customer relationships by choosing appropriate types of accounts. Proactively 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. Meet/exceed all standards of Sales and Service performance measurement and maintain accurate records of all production/results. Provide information and referrals to customers seeking other services; including but not limited to remote deposit capture, ACH origination, on-line banking, and loans. Provide exceptional customer service while assisting in-person and telephone customer requests. Adhere to prudent risk management procedures to limit operational/transaction loss exposure to the Bank. Maintain excellent knowledge of operations procedures, bank products and services and all applicable regulations. May train other Financial Service Representatives. Perform miscellaneous duties as assigned. May assist with teller transactions including running a cash drawer as needed. Maintain acceptable cash balancing/cash control records to meet all Bank guidelines. |
| QUALIFICATIONS: | <ul style="list-style-type: none"> Minimum high school degree or equivalent. Good oral and written communication skills. Ability to resolve problems and effectively deal with client issues. Six months to one year's sales experience preferred; six months to one-year minimum bank teller experience preferred. Knowledge of bank operations and procedures. Good typing and computer skills. Certified BSA training. |
| PAY RANGE: | \$20.00- \$22.00 |